

POSTING

LAKOTA LOCAL SCHOOL DISTRICT Human Resources Office

TO: All Certificated Staff Members
FROM: Human Resources
DATE: January 28, 2022

As a result of anticipated vacancies, we are now accepting applications for K-6 administrative positions.

Positions: Anticipated K - 6 Administrative Positions

Minimum Qualifications:

- Holds a master's degree in Educational Administrator, or related area, from an accredited college/university.
- Holds a valid Ohio Department of Education Administrator licensure commensurate with the job responsibilities assigned.
- Five to seven years of related teaching and/or administrative experience.
- Interpersonal skills necessary to communicate effectively and work productively with principal all levels of District staff, students, parents and the general public. The incumbent is also required to have effective verbal and written communication skills and be able to handle problem situations in a tactful, courteous and respectful manner.
- Written and computer skills necessary to maintain required documentation.
- Demonstrated supervisory skills to effectively manage the daily operations and administration of assigned departments.
- Analytical ability to develop plans of action to address a variety of issues and concerns in a timely manner.
- Mathematical aptitude necessary to develop an annual budget and monitor expenditures.
- Mental ability to adapt and respond to multiple priorities and demands, deal with the concerns of staff/students/parents in a timely manner, resolve problem situations in a positive manner, and respond to emergency situations.

Date of Employment: August 1, 2022

Salary: Based on experience

Contract days: 227 or 260 days

Application Process: All interested candidates are invited to submit an on-line application at www.lakotaonline.com and attach a personal resume and cover letter. The following information should be included:

- Educational background
- Employment history
- Specific administrative positions that are of interest

Application Deadline: Until Filled

Each applicant's resume and qualifications will be evaluated, and those deemed most qualified will be invited to participate in interviews.

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

LAKOTA LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Position: Principal – Elementary School K - 6

Department: Administrator

Reports to: Superintendent or Designee

Supervises: Students and Staff of the assigned school(s)

Contract: 260 days

SUMMARY:

Enables Lakota student to achieve their fullest potential by serving as educational leader of assigned elementary/early elementary school providing direction in the successful delivery of academic instruction to the District's elementary/early elementary school students assuring learning experiences consistent with the mission statement and instructional goals of the building and District.

MINIMUM EDUCATION:

Bachelor's degree in related field. A Master's degree is preferred.

EXPERIENCE:

- 5-7 years of related experience including supervisory responsibilities.
- Valid Ohio Department of Education license or equivalent as is necessary.
- Valid Driver's license.
- Demonstrate knowledge of accrediting and regulatory standards and District policies related to assigned functions.
- Interpersonal skills necessary to communicate effectively and work productively with all levels of District staff, parents and the general public. The incumbent is also required to have effective verbal and written communication skills and be able to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability to analyze and summarize data related to job assignments and develop plans of action to address any issues and concerns.
- Skills necessary to provide guidance, train and review the work of assigned staff.
- Demonstrate ability to effectively serve as a leader and member of a team.
- Demonstrate supervisory skills to effectively manage the daily operations and administration of assigned function(s).
- Mental ability to adapt and respond to multiple priorities and demands, deal with the concerns of staff/parents in a timely manner, respond to emergency situations, and resolve problem situations in a positive manner.
- Physical ability to perform all essential functions of the position.

RESPONSIBILITIES:

- Provides leadership and direction in the successful delivery of the District's elementary/early elementary school curriculum and instruction by:
 - Working with school staff to develop a mission statement and instructional goals for the building consistent with the philosophy, values and objectives of the District.
 - Supervising the delivery of academic instruction assuring learning experiences consistent with the mission statement and instructional goals of the building and District; monitors compliance with Federal, state, and local requirements and District standards; initiates corrective action as necessary.
 - Providing assistance and guidance to staff who are engaged in student instruction.
 - Promoting improvement of curriculum and instruction within the building.
- Monitoring student achievement and progress toward instructional goals and objectives of the building and District and initiating corrective action as necessary.
- Planning, coordinating and conducting staff development activities assuring that curriculum and instruction needs of the building are addressed.
- Overseeing development of the master schedule and registering and scheduling of students.

- Assuming responsibility for due process case management procedures that provide for the identification, evaluation and placement of handicapped students.
- Creating a positive and cooperative atmosphere that encourages and motivates staff to achieve the school's mission and objectives and implement instructional changes.
- Working collaboratively with central office administrators in the development of district-wide and building level curriculum and instruction projects and improvements.
- Maintaining current knowledge of best practices, trends and new developments in elementary/early elementary school curriculum, instruction and building administration.
- Serves as building administrator of assigned building by:
 - Directing the day-to-day activities of assigned staff.
 - Assuming responsibility for the selection, assignment and scheduling of elementary/early elementary school personnel based upon each individual's ability, qualifications, and past performance as well as the needs of the building.
 - Supervising the performance of assigned staff through regular observation and evaluation; collaborates with staff as needed to improve performance.
 - Providing appropriate orientation and training to building personnel.
 - Establishing and promoting standards and expectations for all students and staff.
 - Developing and maintaining positive staff morale.
 - Fostering a climate that promotes student learning.
 - Preparing the teacher handbook.
- Establishes and administers a student management system that results in academic performance and positive student behavior by:
 - Supervising students before, during and after school.
 - Managing student attendance procedures.
 - Establishing and communicating high standards/expectations for student achievement and responsible behavior.
 - Implementing a fair and effective student discipline code.
 - Ensuring rules are consistently and fairly administered.
 - Promoting a climate in which students can mature and develop a sense of responsibility, self-worth and good citizenship.
 - Counseling and providing guidance to students regarding a variety of personal, academic and behavioral issues.
 - Investigating and addressing student-related issues and concerns; develops a plan of action to address problem(s).
 - Working cooperatively and maintaining communication with staff, students, parents and others to resolve problems and exchange information
 - Preparing the student handbook.
- Oversee operations of assigned school facilities including food service, transportation, guidance/counseling, attendance, health services, custodial and maintenance by:
 - Working cooperatively with Child Nutrition Services to monitor cafeteria/kitchen operations and assure compliance with related health and safety standards.
 - Managing the transportation of students to/from school.
 - Creating a building crisis plan and related systems and procedures.
 - Establishing and implementing procedures that create an attractive, functional, healthy, clean and safe environment and encourage energy conservation.
 - Conducting regular facility inspections and emergency/disaster drills.
 - Monitoring school building areas to assure safe conditions and compliance with Federal, state and local health and safety standards.
 - Dealing effectively and appropriately with emergency situations including cases of child abuse.
 - Contributing to the evaluation of food service, custodial and maintenance personnel.
- Assumes responsibility for development and implementation of assigned building budget by:
 - Preparing the annual building budget for approval by the Superintendent.
 - Overseeing the processing of purchase requisitions.
 - Monitoring and assuring expenditures are within the approved budget.
- Monitoring student activity accounts and fund raising activities.
- Communicating personnel, space, and material and equipment needs of the building to central office administrators.
- Establishes and maintains open lines of communication with the Superintendent, central office administrators, building staff, students, parents and others by:
 - Articulating and promoting the philosophy and mission of the building.
 - Effectively communicating Board of Education, central office and building goals, policies and procedures.
 - Coordinating and conducting regular staff meetings.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

- Working with staff, students, parents, and others on matters pertaining to elementary/early elementary school curriculum and instruction programs as well as particular concerns.
- Presenting the needs, successes and general operation of the school to central office administrators.
- Maintaining visibility with staff, students, parents and central office.
- Promoting positive school-community relations.
- Clearly communicating school messages to parents and members of the community.
- Assuming responsibility for creating and disseminating the school newsletter and other communications
- Responding to reasonable parental and community inquiries in a timely and courteous manner
- Providing support to school-community organizations such as Boosters, PTA, PTO, etc.
- Representing the District at various community functions and events.
- Oversees the maintenance of accurate personnel, student and fiscal records by:
 - Implementing an effective method of personnel, student and fiscal recordkeeping.
 - Preparing and submitting required building documents, records and reports on a timely basis.
 - Protecting confidentiality of records and information.
- Attends school sponsored extracurricular activities and events.
- Attends District meetings and participates on District-wide committees as assigned.

EMPLOYMENT REQUIREMENTS:

- Work performed in a school/office environment.
- Ability to lift up to 50 lbs.
- Bending, Lifting, Twisting and repetitive motion required.
- Valid driver's license required.

LAKOTA LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Position: Assistant Principal – Elementary K - 6

Department: Administrator

Reports to: Principal – Elementary K – 6

Supervises: Students and staff of assigned school(s)

Contract: 227 days

SUMMARY:

Enables Lakota student to achieve their fullest potential by serving as educational leader of assigned building providing direction in the successful delivery of academic instruction to the District's elementary/early elementary school students assuring learning experiences consistent with the mission statement and instructional goals of the building and District.

MINIMUM EDUCATION:

Bachelor's degree in related field. A Master's degree is preferred.

EXPERIENCE:

- 5-7 years of related experience including supervisory responsibilities.
- Valid Ohio Department of Education license or equivalent as is necessary.
- Valid Driver's license.
- Demonstrate knowledge of accrediting and regulatory standards and District policies related to assigned functions.
- Interpersonal skills necessary to communicate effectively and work productively with all levels of District staff, parents and the general public. The incumbent is also required to have effective verbal and written communication skills and be able to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability to analyze and summarize data related to job assignments and develop plans of action to address any issues and concerns.
- Skills necessary to provide guidance, train and review the work of assigned staff.
- Demonstrate ability to effectively serve as a leader and member of a team.
- Demonstrate supervisory skills to effectively manage the daily operations and administration of assigned function(s).
- Mental ability to adapt and respond to multiple priorities and demands, deal with the concerns of staff/parents in a timely manner, respond to emergency situations, and resolve problem situations in a positive manner.
- Physical ability to perform all essential functions of the position.

RESPONSIBILITIES:

- Assists the Principal in overseeing the delivery of academic instruction by:
 - Supervising the delivery of academic instruction in assigned departments assuring learning experiences consistent with the mission statement and instructional goals of the building and District; monitors compliance with Federal, state, and local requirements and District standards; initiates corrective action as necessary.
 - Participating in the implementation and monitoring of student support interventions, modifications and adaptations in the classroom; facilitates and participates in related intervention meetings.
 - Providing assistance and guidance to staff who are engaged in student instruction.
 - Working cooperatively with the school Principal and staff to develop a mission statement and instructional goals for the building consistent with the philosophy, values and objectives of the District.
- Coordinating the summer education programs.
- Developing the master schedule.
- Coordinating and supervising state and district mandated testing at the building level.
- Promoting a positive and cooperative atmosphere that encourages and motivates staff to achieve the school's mission and objectives and implement instructional changes.

- Promoting improvement of curriculum and instruction within the building.
- Serving as IEP District representative for the building responsible for coordinating delivery of special education services and facilitating related IEP and student support team meetings.
- Assisting in planning, coordinating and conducting staff development activities.
- Maintaining current knowledge of best practices, trends and new developments in elementary/early elementary school curriculum, instruction and building administration.
- Assists in supervising daily operations of assigned building by:
 - Directing the day-to-day activities of assigned staff.
 - Supervising the performance of assigned staff through regular observation and evaluation; collaborates with staff as needed to improve performance.
 - Participates in the assignment and scheduling of elementary school personnel based upon each individual's ability, qualifications, and past performance as well as the needs of the building.
 - Fostering a climate that promotes student learning.
 - Participating in the selection, assignment and scheduling of building personnel.
 - Assisting in the selection, assignment and supervision of substitute personnel.
 - Promoting standards and expectations for all students and staff and maintaining positive morale.
- Administers the student behavior and discipline program by:
 - Supervising students before, during and after school.
 - Communicating high standards/expectations for student achievement and responsible behavior.
 - Implementing a fair and effective student discipline code.
 - Ensuring rules are consistently and fairly administered.
 - Promoting a climate in which students can mature and develop a sense of responsibility, self-worth and good citizenship.
 - Counseling and providing guidance to students regarding a variety of personal, academic and behavioral issues.
 - Investigating and addressing student-related issues and concerns; develops a plan of action to address problem(s).
 - Working cooperatively and maintaining communication with staff, students, parents and others to resolve problems and exchange information.
- Assists in overseeing operations of assigned building including food service, transportation, guidance/counseling, attendance, health services, custodial and maintenance by:
 - Working cooperatively with Child Nutrition Services to monitor cafeteria/kitchen operations and assure compliance with related health and safety standards.
 - Assisting the Principal in managing the transportation of students to/from school.
 - Working with the Principal to create a building crisis plan and related systems and procedures.
 - Participating in regular facility inspections and emergency/disaster drills.
 - Monitoring school building areas to assure safe conditions and compliance with Federal, state and local health and safety standards.
 - Investigating and addressing student accidents and other incidents; develops a plan of action to address problem(s) as needed.
 - Dealing effectively and appropriately with emergency situations including cases of child abuse.
- Establishes and maintains open lines of communication with the Principal, building staff, students, parents and others by:
 - Articulating and promoting the philosophy and mission of the building.
 - Effectively communicating Board of Education, central office and building goals, policies and procedures.
 - Working with staff, students, parents, and others on matters pertaining to elementary/early elementary school curriculum and instruction programs as well as particular concerns.
 - Maintaining visibility with staff, students, parents and central office.
 - Promoting positive school-community relations.
 - Responding to reasonable parental and community inquiries in a timely and courteous manner.
 - Assisting parents in accessing school and community agency support services.
 - Participating in preparing and disseminating the school newsletter and other communications; contributes material as directed.
 - Providing support to school-community organizations such as Boosters, PTA, PTO, etc.
 - Representing the District at various community functions.
 - Attends and supervises school sponsored activities and events.
- Performs the duties of the Principal in that individual's absence.
- Assists the Principal in development and implementation of the annual budget for assigned building by:
 - **Assisting in the development of the annual building budget for approval by the Superintendent.**
 - **Monitoring and assuring expenditures are within the approved budget.**
- Attends District meetings and participates on District-wide committees as assigned.

- Other duties as assigned.

EMPLOYMENT REQUIREMENTS:

- Work performed in a school/office environment.
- Ability to lift up to 50 lbs.
- Bending, Lifting, Twisting and repetitive motion required.
- Valid driver's license required.