



Cardinal Local Schools

K-6 CES Building Administrator

Description: The ideal candidate will use leadership and administrative skills in promoting the maximum educational development of each elementary school student.

Qualifications:

- Master's degree (M.A.) from an accredited college or university
- Appropriate State of Ohio Administrative licensure
- Successful teaching experience in K-12 setting
- Ohio Teacher Evaluation System (OTES 2.0) certification preferred
- Possess a general knowledge necessary to facilitate an efficient and effective Federal grants program.
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Essential Job Functions, Knowledge, and Skills:

Staff Personnel

- Assist in acquiring, supervising and developing the building's human resource so that the educational and other programs of the building might be most effectively implemented.
- Assign staff within the building to particular teaching or support positions.
- Supervise and direct the evaluation of individuals assigned to the building.

Curriculum and Instruction

- Maintain and improve the quality of the instructional program and school climate through being responsible for teacher implementation of the curriculum, through supervision of instruction and through assisting in the development of the instructional program for the district.
- Knowledge & success of implementation of high quality literacy instruction in line with the State of Ohio's Plan to Raise Literacy Achievement
- Provide leadership in establishing and implementing educational goals and objectives for the school and in evaluating the attainment of those goals and objectives.
- Direct the planning of building level staff development activities and inservice day programs.
- Participate in district curriculum revision and textbook selection efforts.
- Plan and effect an organizational framework to bring together the school's staff, students, facilities and programs in an effective instructional program.

Pupil Personnel

- Provide leadership and support for services which will foster the well-being of students and provide for their individual needs.
- Establish and direct behavior management systems which are consistent with the Board of Education Policies.
- Cooperate with other district level administrators in supporting programs, such as guidance, special education and nursing services, that provide for the safety, emotional and physical well-being and enhanced educational opportunities for students.
- Provide orientation for students new to the building.
- Compile, secure and use student records in compliance with legal restraints and district policies.

School/Community Relations

- Foster and maintain effective two-way communication between the community.
- Organize and meet with PTO and other such advisory groups.
- Direct the release of information about the school through newsletters, meetings, newspapers, parent groups and other appropriate communication techniques.
- Present or supervise the presentation of reports to the Board of Education as directed by the Superintendent.
- Develop relationships with individuals and community groups which foster support for school goals, objectives and programs.

Resource Management

- Supervise the operation of the building, equipment, and business procedures in ways that enhance the overall program.
- Assess the general condition and needs of the building and grounds and report them to the Superintendent or designee.
- Prepare and implement a budget which will adequately support school programs.
- Prepare and submit federal, state and local reports.

Professional and Personal Development

- Develop and maintain professional and personal skills and knowledge needed to provide effective leadership as a building principal.
- Participate in local, state, and national professional organizations.
- Perform other specific job-related duties as directed

TERMS OF EMPLOYMENT:

The duties will be assigned to a school district administrator or otherwise contracted with a qualified person. Duties will be served on work days assigned for the person's primary administrative position and at other times as responsibilities dictate. The Board of Education shall establish, upon the recommendation of the Superintendent, a supplemental payment to be added to the administrator's base salary (or the amount of the contract for services). The Board may add work days, at the daily rate exclusive of any supplemental duties, for the purpose of fulfilling duties noted in this job description.

EVALUATION:

Evaluation will be completed annually by the Superintendent, or designee, using the Board of Education approved evaluation instrument. The evaluation instrument will reflect the job description.