



Austintown Local Schools

Job Titles:	Assistant Principal	Job Category:	Administration
Reports to:	Building Principal, Director of Curriculum, and Superintendent	Location:	Fitch, AMS, AIS, AES
Salary:	Salary per the Administrator Salary Schedule; 210-day contract		
Requirements			
<ul style="list-style-type: none">• State of Ohio Principal License for appropriate grade level• Master’s Degree in Education Administration• Favorable State and Federal Background Checks• Verification of experience, if applicable			
Evaluation:			
Performance of this position will be evaluated annually in accordance with the Ohio Principal Evaluation System from the Ohio Department of Education.			
Responsibilities / Expectations			
<p>The Ohio Standards for Principals define the expectations for Ohio's principals, based upon what is known about the traits and skills of effective school leaders.</p> <ul style="list-style-type: none">• Assists in planning, development, organization, coordination, and supervision of instructional programs and activities; interprets and implements the District-approved curriculum program.• Assists in providing leadership to the professional staff in determining objectives and identifying school needs as the basis for developing long-range and short-range plans for the building that result in higher levels of achievement for all students.• Assists the principal in the overall administration of the building and assumes leadership of the building in the principal's absence• Assists the parents, faculty, and student groups, as requested, in advancing educational and school-related activities and objectives.• Assists the principal with all teaching and nonteaching staff area assignments and supervision.• Assists in the evaluation of staff and in initiating needed improvements.• Maintains a commitment to ongoing growth in self and others, supporting and participating in district and site professional growth programs.• Assists with supervising student enrollment, scheduling, records, attendance, and health requirements.• Relates to students with mutual respect while carrying out a positive and effective discipline policy.• Supervises the reporting and monitoring of student attendance, with follow-up student/parent contact where necessary.• Communicates and carries out established policies, delegates and accepts responsibility for completion of tasks.• Promotes and maintains open communications, positive student attitudes, respect with dignity, and the worth of the staff and students• Complies with established lines of authority.• Performs other related duties as needed.			
Last Updated	April 2025		