

**BAY VILLAGE CITY SCHOOL DISTRICT**  
JOB DESCRIPTION

**Title: PRINCIPAL**

**File 105**

Reports to: Superintendent

Job Objectives: Serves as the school's head administrator.

**Minimum Qualifications:**

- Valid Ohio principal's license or certificate appropriate for the assignment.
- Meets all legally mandated health requirements.
- Provides documented evidence of a clear criminal record as required by law.

**Essential Job Functions:**

The following duties are representative of performance expectations. A reasonable accommodation will be made to enable a qualified individual with a disability to perform essential functions.

- Directs the effective delivery and continuous improvement of educational programs and services. Directs, supervises and evaluates assigned staff.
- Participates as an active member of the district's management team.
- Helps develop and implement the district's strategic and continuous improvement plans.
- Follows board policies/administrative procedures and supports the district mission statement.
- Upholds the district and building student codes of conduct. Helps teachers and administrators with discipline and classroom management issues.
- Responsible for the development of the master schedule to ensure workloads/assignments are reasonable and fair.
- Enforces applicable Ohio Revised Codes.
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.
- Supports a full range of educational options. Promotes the continuity of the instructional program.
- Develops, recommends, and administers an annual budget. Requisitions supplies and equipment.
- Oversees proficiency and alternative testing programs.
- Provides leadership in the planning and delivery of staff development programs.
- Maintains/submits records, correspondence, and reports in a timely manner.
- Communicates and consults with administrators, staff, parents, and students.
- Reports evidence of suspected child abuse as required by law.
- Maintains the confidentiality of privileged information.
- Fosters a safe and secure work and learning environment.
- Oversees after-school programs and activities.
- Serves as a resource person to staff, students and parents.
- Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements.
- Represents the building at meetings inside/outside the district.
- Fosters partnerships and/or opportunities that enhance district programs and services.
- Remains current by participating in professional growth opportunities that reflect the current educational trends and standards of state and national organizations.
- Performs other job-related duties as required.

**Working Conditions:**

The following situations are examples of possible working conditions that may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require considerable telephone contact and paperwork.
- Duties may require working under time constraints to meet deadlines.

**Performance Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the board of education and contractual agreements.

- *This job description identifies general responsibilities and is not intended to be a complete list of all duties performed.*
- *This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.*
- *The Bay Village School District is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.*