



## Job Description

### Job Title: Elementary School Principal

Reports To: Superintendent

Classification: Full-Time Administrator (260-day contract)

Location: Ottawa Hills Elementary School

Salary: Commensurate with experience

### District Profile

Ottawa Hills Local School District is a top-ranked, high-performing public school district located in the suburban Village of Ottawa Hills in Northwest Ohio. Consistently recognized as one of the leading districts in the state, Ottawa Hills Local Schools serves approximately 1,000 students across two buildings (Elementary K-6 and Jr./Sr. High 7-12). The district is defined by its commitment to academic excellence, a 5-star rating on the Ohio School Report Card, and a tradition of strong community support. We are dedicated to challenging and inspiring every student to realize their unique potential in a safe and supportive environment.

### Position Summary

The Elementary School Principal serves as the educational leader and operational manager of the school. This position is responsible for fostering a safe, inclusive, and high-performing learning environment for all students in grades K-6. The Principal ensures the effective implementation of district curricula and student supports by working in close partnership with District administration to align building practices with the district's strategic vision.

### Essential Duties & Responsibilities

#### 1. Instructional Leadership & MTSS

- a. **Curriculum Implementation:** Collaborate with District administration to implement district-wide curriculum and instructional strategies. Monitor classroom instruction to ensure fidelity to the district's academic standards.
- b. **MTSS Leadership:** Partner with the MTSS Coordinator and district teams to operationalize the Multi-Tiered System of Supports framework at the building level. Ensure data review teams meet regularly to monitor student progress and assign appropriate Tier 1, 2, and 3 interventions.
- c. **Professional Learning:** Facilitate building-level professional development in coordination with District leadership. Ensure that building-specific training aligns with broader district goals and Ohio Professional Development Standards.

#### 2. Student Services, Culture & PBIS

- a. **PBIS Implementation:** Lead the implementation of Positive Behavioral Interventions and Supports (PBIS) to foster a consistent, positive school culture. Utilize data to drive behavioral interventions and reduce disciplinary incidents.
- b. **Program Compliance:** Work with District administration to ensure the school meets all federal and state mandates regarding Special Education (IDEA) and Section 504.
- c. **Inclusive Environment:** Oversee the building-level delivery of IEP services and 504 accommodations, ensuring general education and intervention specialists collaborate effectively to support diverse learners.

### 3. Talent Management & Staff Supervision

- a. **Staff Evaluation:** Execute the Ohio Teacher Evaluation System (OTES 2.0) for building staff. Coordinate with District administration to ensure evaluation feedback supports the district's instructional goals.
- b. **Hiring & Staffing:** Recommend candidates for employment to the Superintendent. Collaborate with District leadership to ensure staffing allocations meet the needs of general education, special education, and intervention programs.

### 4. School Operations, Safety & Finance

- a. **Operational Management:** Direct the day-to-day operations of the facility, including scheduling, attendance reporting, and building maintenance.
- b. **Safety Protocols:** Serve as the safety director for the building, ensuring all emergency drills and safety plans are executed in compliance with Ohio school safety regulations.
- c. **Fiscal Responsibility:** Manage the building activity funds and supply budgets, ensuring resources are allocated to support building priorities and student needs.

### 5. Community Relations

- a. **Family Engagement:** Act as the primary bridge between families and the school. Partner with parent organizations, booster groups, and other school support organizations to enhance the educational experience and support student success.
- b. **Communication:** Articulate the school's vision and district initiatives to stakeholders, ensuring consistent messaging regarding curriculum, student services, and school events.

### 6. Perform such other duties as assigned by the superintendent.

## Qualifications

1. Valid Ohio Principal License (Grades PK-6 or K-6).
2. Demonstrated ability to collaborate with district-level leadership regarding curriculum and student services.
3. Deep understanding of PBIS, MTSS, OTES, and Ohio's Operating Standards for Students with Disabilities.