

Highland Local Schools has a vacancy for your consideration. Please find the details below.

Elementary Principal – Hinckley Elementary School

Category: Administration
Date Posted: March 6, 2026
Date Closing: March 23, 2026
Location: Hinckley Elementary School
Date of Availability: August 3, 2026

The Highland Local School District has an opening for one (1) Elementary Principal. The position will be contracted for 204 days per school year.

JOB SUMMARY

The Highland Local School District is seeking a dedicated and accomplished elementary principal to lead Hinckley Elementary School, proudly recognized as a Top 1% school in the State of Ohio. We are looking for a passionate instructional leader with a proven record of success in the K–5 setting and a strong commitment to early learning. The ideal candidate will bring expertise in early literacy and the Science of Reading, strong knowledge of early numeracy, skill in data analysis and a thorough understanding of childhood development.

QUALIFICATIONS

1. Master's Degree or higher in Educational Administration.
2. Possession of an Ohio Principal's License (Elementary).
3. Previous elementary teaching and elementary administrative experience.
4. Comprehensive knowledge of elementary curriculum and instruction with a proven record of results-oriented leadership.
5. Possess instructional leadership skills necessary to sustain and advance a high-performing school culture.
6. Skilled in analyzing student achievement data and diagnostic reports (iReady) with building and grade level leadership teams to maximize student learning.
7. Monitors classroom instruction to ensure fidelity to the district's academic standards and instructional resources.
8. Leads professional learning to align classroom practices with research, best practices and evidence-based strategies.
9. Ability to collaborate with staff and students to maintain a positive and effective learning environment, utilizing data to drive behavioral interventions and reducing disciplinary incidents.
10. Strong background in developmentally appropriate classroom management techniques.
11. Demonstrates planning/organizational ability and initiative.
12. Strong knowledge base and experience with special education programs, rules and procedures.
13. Experience with building IAT teams and conducting IEP meetings.

14. Ability to operationalize the Multi-Tiered System of Supports framework at the building level and ensure data review teams meet regularly to monitor student progress and assign appropriate Tier 1, 2 and 3 interventions.
15. Monitors and resolves problems with student attendance.
16. Evaluates all staff members assigned to the building and is OTES certified.
17. Experienced with School Safety and Security Planning and ability to conduct and document all emergency drills and safety plans in compliance with Ohio school safety regulations.
18. Committed to effective technology integration to maximize student achievement.
19. Possesses excellent written and verbal communication skills.
20. Ability to work collaboratively with students, parents, staff and other stakeholders.
21. Responds to and appropriately handles parent concerns.
22. Ability to partner with the PTO, Highland Foundation and other school support organizations to enhance educational experiences and support student needs.
23. Ability to articulate the school's vision and district initiative to stakeholders, ensuring consistent messaging regarding curriculum, student services and school events.
24. Oversees the scheduling of special events at the school.
25. Maintains records and fulfills reporting requirements accurately and on time.
26. Responsible for the registration, assignment and promotion of all students assigned within the building.
27. Ability to motivate, lead and supervise staff.
28. Maintains high expectations for all students and staff.
29. Performs such other duties as assigned by the superintendent.

SALARY

This position is covered under an administrative contract and offers a competitive salary and attractive benefits package, commensurate with education and experience.

APPLICATION PROCEDURE:

Qualified applicants may submit a letter of interest, resume and completed application through Applitrack: <http://www.applitrack.com/nccohio> by 4:00 p.m. on date of closing.

SELECTION PROCEDURE

The Highland Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

OHIO REQUIRED NOTICE

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