

## **JOB POSTING**

**The Athens City School District has an opening Assistant Middle School Principal**

**Application/Detailed Job Description Available: May 23, 2022**

**Application Deadline: Noon, June 6, 2022**

**Starting Date: August 1, 2022**

**Job Objective:** To assist the building principal with the organization, administration, supervision, and evaluation of all Middle School programs, services, activities. Execute the policies and administrative directives of the Athens City School Board of Education according to the Ohio School Law and Standards. Provide instructional leadership and support for staff. Assist with the preservation and safety of the of the building, grounds, and equipment.

**Minimum Qualifications:**

- A Master's degree or higher from an accredited college or university with training in administration and supervision.
- A valid State of Ohio Administrative Specialist's License and/or a valid Principal's License.
- Meet all current health requirements including a negative tuberculosis test.
- Evidence of a clear record as determined by the Bureau of Criminal Identification and Investigation and/or Federal Bureau of Investigation.
- Evidence of educational and organizational management skills
- Demonstrated competence in evaluating and motivating staff.
- Expertise in skill in working with Middle School students.

**Essential Functions:**

- Perform all assigned duties according to the policies, rules, and regulations of the Athens City School Board of Education and the Ohio Department of Education. Comply with all local mandates.
- Assume building and program responsibility during the absence of the Middle School Principal.
- Administer student attendance policy and reporting procedures. Oversee daily attendance records. Administer early dismissal. Perform follow-up activities, when necessary. Refer persistent truancy and/or tardiness problems to the Principal. Monitor attendance records and assign follow-up penalties, when required.
- Administer the student conduct policy. Communicate policies and school rules to students. Handle routine discipline matters according to district policy and the due process rights of students. Assist teachers with discipline concerns, as required. Confer with and make recommendation to the Middle School Principal regarding student discipline.
- Oversee the assignment of student detentions according to school policy. Confer with the and make recommendation to the Middle School Principal regarding student discipline.
- Assist with compliance procedures for reporting child abuse concerns.
- Represent the Middle School at I.E.P. meetings.
- Oversee scheduling and supervision of student non-athletic co-curricular activities and special events. Monitor financial reports of student activity accounts.
- Assist with the supervision and enforcement of district policies and procedures to protect the building, grounds, and school property. Ensure the health, safety, and well-being of students, staff and visitors.

**\*\*A complete job description can be obtained by emailing [dbowles@athenscsd.org](mailto:dbowles@athenscsd.org)**

**Send letter of interest, resume and references to:**

Dr. Thomas J. Gibbs, Superintendent  
Athens City School District  
P.O. Box 9  
Chauncey, OH 45719  
or email to: [tgibbs@athenscsd.org](mailto:tgibbs@athenscsd.org)

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