

## JOB POSTING

**The Athens City School District has an opening for Assistant High School Principal**

**Application/Detailed Job Description Available: March 22, 2024**

**Application Deadline: Noon, April 15, 2024**

**Starting Date: On or before August 1, 2024**

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

**Minimum Qualifications:**

- A Master's degree or higher from an accredited college or university.
- A valid State of Ohio High School Principal's License.
- Meet all current health requirements including a negative tuberculosis test.
- Evidence of a clear record as determined by Bureau of Criminal Identification and Investigation and Federal Bureau of Investigation.
- Evidence of educational and organizational management skills.
- Demonstrated competence in evaluating and motivating staff.
- Expertise and skill in working with High 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 High School Principal.
- Administer student attendance policy and reporting procedures. Oversee daily attendance records. Administer early dismissal. Perform follow-up activities, when necessary.
- 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 recommendations to the High School Principal regarding student discipline. Help to oversee the assignment of student detentions according to school policy.
- Help maintain effective relationships with community organizations (e.g., children's services, court system, mental health, etc.)

For a complete job description email Denise Bowles, [dbowles@athenscsd.org](mailto:dbowles@athenscsd.org)

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

Thomas Gibbs, Superintendent  
Athens City School District  
[tgibbs@athenscsd.org](mailto:tgibbs@athenscsd.org)

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