



Assistant Principal – High School

Solon City Schools

Focus Areas: Discipline, Attendance, & Student Activities

Solon City Schools | Administrative Contract | 227 Days

Solon City Schools is seeking a collaborative, student-centered **Assistant High School Principal** to join a strong leadership team committed to high expectations, continuous improvement, and positive school culture. This role is ideal for an experienced educational leader who values teamwork, thrives within an established system, and is motivated by making a daily impact on students and staff.

The successful candidate will support the High School Principal in the overall administration of the building, with primary leadership in student discipline, attendance, student activities, and school operations, while also contributing to instructional improvement and professional learning.

The Opportunity

The Assistant Principal will:

- Help lead a comprehensive high school program that ensures all students develop the knowledge, skills, and dispositions necessary for success beyond graduation.
- Play a central role in creating and maintaining a safe, supportive, and well-organized learning environment.
- Serve as a visible, trusted leader for students, staff, and families.
- Collaborate closely with building and district administrators to advance district goals and initiatives.

This is an outstanding opportunity for a leader who is ready to grow professionally, contribute meaningfully to a high-performing school community, and make a measurable difference.

Key Responsibilities

- Support recruitment, screening, hiring, and assignment of professional staff.
- Implement district evaluation policies and procedures as directed by the High School Principal.

- Lead and maintain an effective student discipline program that promotes a positive educational climate.
- Oversee student attendance and tardiness processes, including family communication and record maintenance.
- Prepare and revise student handbooks and coordinate student orientation programs.
- Coordinate Intervention Assistance Teams, Core Team, student activities, and clubs/fundraisers.
- Serve as advisor to Student Council and oversee major student initiatives (e.g., senior projects, peer leaders, Top 15 Dinner).
- Coordinate End-of-Course exams and oversee student parking operations.
- Provide supervision at extracurricular events (athletics, drama, music, etc.).
- Hire, manage, and schedule security personnel; coordinate drills and emergency procedures in collaboration with district security and local law enforcement.
- Serve as district representative on grade-level 504 and IEP team meetings.
- Participate as a member of the school-based crisis team.
- Attend building and district meetings and engage in required professional development.
- Lead and support building-level professional learning.
- Perform additional duties as assigned by the High School Principal.

Desired Qualifications

- Valid Ohio High School Principal License/Certificate.
- Master's Degree in Education or higher, with emphasis in administration, supervision, or curriculum.
- Demonstrated success in teaching, administration, and/or supervision.
- Proven ability to lead high-impact instructional practices that improve student outcomes.
- Strong commitment to excellence, continuous improvement, and student-centered decision-making.
- Collaborative leadership style with the ability to work effectively within an established administrative team.
- Excellent communication, relationship-building, and long-range planning skills.

Reporting & Contract

- Reports to: High School Principal
- Contract: Administrative (227 days)

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For more information and to apply go to: www.findingleaders.com