

## **JOB POSTING**

**The Athens City School District has an opening The Plains Intermediate School Principal**

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

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

**Starting Date: August 1, 2022**

**Job Objective:** Responsible for the organization, management, and evaluation of all Intermediate School programs, services, activities, and personnel. 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. Oversee the preservation and safety of the buildings, 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 School 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 elementary aged 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.
- Directly accountable to the Superintendent for the effective organization, management and evaluation of all school program and activities. Regularly advised on the building conditions and any issues (e.g., personnel, student body, services, activist, community concerns, etc.).
- Oversee 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.
- Develop rapport and maintain the confidence of staff, parents, students and the community.
- Communicate with staff by means of regular faculty meetings, bulletins, memos, etc. Provide timely information concerning district plans and building activities.
- Provide instructional leadership by directing, supervision, and evaluating the instructional and guidance programs.
- Support staff development through regular classroom visits, review of lesson plans, individual conferences, in-service programs, etc.
- Work cooperatively with the middle school to maintain program continuity as student's transition between buildings.
- Oversee the preparation, maintenance, and confidentiality of complete and accurate records, reports, and inventories, as required by law, district policy, or administrative directive (e.g., staff and student attendance, EMIS data collection, student transcripts, special education files, student activity accounts, substitute hours, state department forms, etc.).

**\*\*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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