

POSTING

LAKOTA LOCAL SCHOOL DISTRICT Human Resources Office

TO: All Certificated Staff Members
FROM: Human Resources
DATE: March 21, 2025

We are now accepting applications for the following administrative vacancy of: **K – 6 Principal**

Location: Liberty ECS

Minimum Qualifications:

- Bachelor's degree in related field. A master's degree is preferred.
- 3 - 5 years of related experience including supervisory responsibilities.
- Valid Ohio Department of Education license or equivalent as is necessary.
- Valid Driver's license.
- Demonstrate knowledge of accrediting and regulatory standards and District policies related to assigned functions.
- Interpersonal skills necessary to communicate effectively and work productively with all levels of District staff, parents and the general public. The incumbent is also required to have effective verbal and written communication skills and be able to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability to analyze and summarize data related to job assignments and develop plans of action to address any issues and concerns.
- Skills necessary to provide guidance, train and review the work of assigned staff.
- Demonstrate ability to effectively serve as a leader and member of a team.
- Demonstrate supervisory skills to effectively manage the daily operations and administration of assigned function(s).
- Mental ability to adapt and respond to multiple priorities and demands, deal with the concerns of staff/parents in a timely manner, respond to emergency situations, and resolve problem situations in a positive manner.
- Physical ability to perform all essential functions of the position.

Date of Employment: August 1, 2025

Salary: Based on experience

Contract days: 260 days per school year calendar

Application Process: All interested candidates are invited to submit an on-line application at www.lakotaonline.com and attach a personal resume and cover letter. The following information should be included:

- Educational background
- Employment history
- Names of three professional references
- Copy of Ohio Administrative Certificate/License

Application Deadline: Until filled

Each applicant's resume and qualifications will be evaluated, and those deemed most qualified will be invited to participate in interviews.

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

LAKOTA LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Position: Principal – Elementary School K - 6

Department: Administrator

Reports to: Superintendent or Designee

Supervises: Students and Staff of the assigned school(s)

Contract: 260 days

SUMMARY:

Enables Lakota students to achieve their fullest potential by serving as educational leader of assigned elementary/early elementary school providing direction in the successful delivery of academic instruction to the District's elementary/early elementary school students assuring learning experiences consistent with the mission statement and instructional goals of the building and District.

MINIMUM EDUCATION:

Bachelor's degree in related field. A Master's degree is preferred.

EXPERIENCE:

- 3 – 5 years of related experience including supervisory responsibilities.
- Valid Ohio Department of Education license or equivalent as is necessary.
- Valid Driver's license.
- Demonstrate knowledge of accrediting and regulatory standards and District policies related to assigned functions.
- Interpersonal skills necessary to communicate effectively and work productively with all levels of District staff, parents and the general public. The incumbent is also required to have effective verbal and written communication skills and be able to handle problem situations in a tactful, courteous and respectful manner.
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- Demonstrate ability to effectively serve as a leader and member of a team.
- Demonstrate supervisory skills to effectively manage the daily operations and administration of assigned function(s).
- Mental ability to adapt and respond to multiple priorities and demands, deal with the concerns of staff/parents in a timely manner, respond to emergency situations, and resolve problem situations in a positive manner.
- Physical ability to perform all essential functions of the position.

RESPONSIBILITIES:

- Provides leadership and direction in the successful delivery of the District's elementary/early elementary school curriculum and instruction by:
- Working with school staff to develop a mission statement and instructional goals for the building consistent with the philosophy, values and objectives of the District.
- Supervising the delivery of academic instruction assuring learning experiences consistent with the mission statement and instructional goals of the building and District; monitors compliance with Federal, state, and local requirements and District standards; initiates corrective action as necessary.
- Providing assistance and guidance to staff who are engaged in student instruction.
- Promoting improvement of curriculum and instruction within the building.
- Monitoring student achievement and progress toward instructional goals and objectives of the building and District and initiating corrective action as necessary.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

- Planning, coordinating and conducting staff development activities assuring that curriculum and instruction needs of the building are addressed.
- Overseeing development of the master schedule and registering and scheduling of students.
- Assuming responsibility for due process case management procedures that provide for the identification, evaluation and placement of handicapped students.
- Creating a positive and cooperative atmosphere that encourages and motivates staff to achieve the school's mission and objectives and implement instructional changes.
- Working collaboratively with central office administrators in the development of district-wide and building level curriculum and instruction projects and improvements.
- Maintaining current knowledge of best practices, trends and new developments in elementary/early elementary school curriculum, instruction and building administration.
- Serves as building administrator of assigned building by:
 - Directing the day-to-day activities of assigned staff.
 - Assuming responsibility for the selection, assignment and scheduling of elementary/early elementary school personnel based upon each individual's ability, qualifications, and past performance as well as the needs of the building.
 - Supervising the performance of assigned staff through regular observation and evaluation; collaborates with staff as needed to improve performance.
 - Providing appropriate orientation and training to building personnel.
 - Establishing and promoting standards and expectations for all students and staff.
 - Developing and maintaining positive staff morale.
 - Fostering a climate that promotes student learning.
 - Preparing the teacher handbook.
- Establishes and administers a student management system that results in academic performance and positive student behavior by:
 - Supervising students before, during and after school.
 - Managing student attendance procedures.
 - Establishing and communicating high standards/expectations for student achievement and responsible behavior.
 - Implementing a fair and effective student discipline code.
 - Ensuring rules are consistently and fairly administered.
 - Promoting a climate in which students can mature and develop a sense of responsibility, self-worth and good citizenship.
 - Counseling and providing guidance to students regarding a variety of personal, academic and behavioral issues.
 - Investigating and addressing student-related issues and concerns; develops a plan of action to address problem(s).
 - Working cooperatively and maintaining communication with staff, students, parents and others to resolve problems and exchange information
 - Preparing the student handbook.
- Oversee operations of assigned school facilities including food service, transportation, guidance/counseling, attendance, health services, custodial and maintenance by:
 - Working cooperatively with Child Nutrition Services to monitor cafeteria/kitchen operations and assure compliance with related health and safety standards.
 - Managing the transportation of students to/from school.
 - Creating a building crisis plan and related systems and procedures.
 - Establishing and implementing procedures that create an attractive, functional, healthy, clean and safe environment and encourage energy conservation.
 - Conducting regular facility inspections and emergency/disaster drills.
 - Monitoring school building areas to assure safe conditions and compliance with Federal, state and local health and safety standards.
 - Dealing effectively and appropriately with emergency situations including cases of child abuse.
 - Contributing to the evaluation of food service, custodial and maintenance personnel.
- Assumes responsibility for development and implementation of assigned building budget by:
 - Preparing the annual building budget for approval by the Superintendent.
 - Overseeing the processing of purchase requisitions.
 - Monitoring and assuring expenditures are within the approved budget.
 - Monitoring student activity accounts and fund raising activities.
 - Communicating personnel, space, and material and equipment needs of the building to central office administrators.

- Establishes and maintains open lines of communication with the Superintendent, central office administrators, building staff, students, parents and others by:
- Articulating and promoting the philosophy and mission of the building.
- Effectively communicating Board of Education, central office and building goals, policies and procedures.
- Coordinating and conducting regular staff meetings.
- Working with staff, students, parents, and others on matters pertaining to elementary/early elementary school curriculum and instruction programs as well as particular concerns.
- Presenting the needs, successes and general operation of the school to central office administrators.
- Maintaining visibility with staff, students, parents and central office.
- Promoting positive school-community relations.
- Clearly communicating school messages to parents and members of the community.
- Assuming responsibility for creating and disseminating the school newsletter and other communications
- Responding to reasonable parental and community inquiries in a timely and courteous manner
- Providing support to school-community organizations such as Boosters, PTA, PTO, etc.
- Representing the District at various community functions and events.
- Oversees the maintenance of accurate personnel, student and fiscal records by:
- Implementing an effective method of personnel, student and fiscal recordkeeping.
- Preparing and submitting required building documents, records and reports on a timely basis.
- Protecting confidentiality of records and information.
- Attends school sponsored extracurricular activities and events.
- Attends District meetings and participates on District-wide committees as assigned.

EMPLOYMENT REQUIREMENTS:

- Work is performed in a school/office environment.
- Ability to lift up to 50 lbs.
- Bending, Lifting, Twisting and repetitive motion required.
- Valid driver's license required.