

JEFFERSON AREA LOCAL SCHOOL DISTRICT

Board of Education: 121 S. Poplar St., Jefferson, Ohio 44047, phone: 440-576-9180, www.jalsd.org

Superintendent: Mr. John Montanaro Treasurer: Mr. Brian Stevens

Board of Education:

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Position Announcement - Principal

January 26, 2024

2024/2025 School Year

Category: **School Administration**

Date Posted: **January 26, 2024**

Location: **Jefferson Area Junior High School**

Date of Availability: **2024-2025 School Year**

Date Closing: **Until Filled**

Interviews: **To Be Announced**

SALARY: Starting salary will be negotiated/determined upon hiring per Administrative Benefit Package
Schedule: July - June, 210 days annually

Send letter, resume, and related materials to:
(emails are accepted)

Mr. John Montanaro, Superintendent
Jefferson Area Local Board of Education
121 S, Poplar Street
Jefferson, Ohio 44047

Send emails to: Mr. Brandon Hanna at: brandon.hanna@jalsd.org

The Jefferson Area Local School District does not discriminate on the basis of race, color, national origin, sex, handicap, or religion in the educational programs and /or activities operated by the district insofar as employment opportunities. The District considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, the presence of a non-related medical condition or handicap, or any other legally protected status. The District is an equal opportunity employer.

POST: Jefferson Jr. & Sr. High, Jefferson Elementary School, Rock Creek Elementary School, Bus Garage, All Cafeterias, Jefferson Board of Education

Jefferson Area Jr./Sr. High School

207 W. Mulberry St.
Jefferson, Ohio 44047
Phone: 576-4731

Jefferson Elementary School

204 W. Mulberry St.
Jefferson, Ohio 44047
Phone: 576-2646

Rock Creek Elementary School

3134 N. Main St.
Rock Creek, Ohio 44084
Phone: 563-3820

Serving Students of: Austinburg, Denmark, Dorset, Jefferson Township, Jefferson Village, Lenox, Morgan, New Lyme, Plymouth, Roaming Shores, Rock Creek, Rome, Sheffield, and Trumbull

POSITION ANNOUNCEMENT – Principal (Jr. High School)

Category: **School Administration**

Date Posted: **January 25, 2024**

Location: **Jefferson Area Jr. High School**

Date of Availability: **2024-2025 School Year**

Date Closing: **Until Filled**

QUALIFICATIONS:

1. A master's degree with a major in educational administration
2. A valid state certificate/license to practice as a school principal at the grade levels assigned
3. At least two years of experience as a teacher
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports to: Superintendent

Supervises:

1. Teaching Staff and Paraprofessionals
2. Other Professional Staff
3. Classified School Staff
4. Other Resource and Service Personnel while functioning in the assigned school

Collaboration: Work with the Sr. High School Principal to assure that operations, schedule, and curriculum are aligned between the Junior and Senior High School.

Role: The principal's role is to go beyond traditionally accepted managerial roles to include that of an instructional leader, community builder, and student and educator advocate.

Job Objective: To effectively and with integrity implement the **Ohio Standards for Principals**

1. Develop, advocate for, and enact a shared mission, vision and core values.
2. Acts ethically and in accordance with professional norms.
3. Implement collaborative structures and shared leadership to analyze data and causality, align evidence-based strategies to deliberate goals, develop the capacity of staff, and partner with internal and external supports to improve teaching and learning conditions and outcomes.
4. Foster an environment of effective and rigorous personalized instruction by ensuring each student has equitable access to effective teachers, leaders and learning support.
5. Support all staff by promoting and organizing an environment focused on continuous improvement and personal growth to achieve positive outcomes for each student.
6. Model, support, and cultivate a school culture characterized by equity and inclusiveness.
7. Develop and sustain positive partnerships with and among students, staff and stakeholders to create a safe and caring school environment.
8. Develop and sustain partnerships with families and the community by acknowledging the school as a community resource and understanding the context of its existence within the larger community.
9. Recruit, hire, and assign staff to ensure representation of diverse expertise and skill sets that are aligned to the priorities of the district and building improvement plans while also promoting staff professional growth, cultural competence and opportunities for leadership.
10. Develop and implement structures to maximize learning through relationships, management, fiscal responsibility and adherence to district and state laws, policies and procedures.

Job Duties:

1. **OIP:** Implement and monitor the (OIP) Ohio Improvement Process at the Building Level
 - a. Oversee and schedule regular meetings of the Building Leadership Team
 - b. Oversee and monitor the building's teacher based and/or grade level teams
 - c. Monitor the implementation of the five-step process as required in the Ohio Improvement Process
 - d. Become a member of the District Leadership Team and actively engage in the work of the team

2. **Staffing:** Assist in the recruiting, screening, hiring, training, assigning, and evaluating of the school's certified and classified staff. Assist in the in-service orientation and training of teachers.
3. **Evaluation:** Conduct regular staff observations and evaluations in accordance with the OTES / JTES (Ohio/ Jefferson Teacher Evaluation System).
 - a) Possess or attain teacher evaluation certification through the OTES process.
 - b) Manage the building's use of OHES (Ohio's Evaluation System)
 - c) Work with teachers on the development of professional growth or improvement plans
4. **Curriculum and Instruction:** Oversee and ensure the implementation with integrity of the district's curricular and instructional programs
 - a) Work with the instructional staff to develop, amend, and maintain curriculum maps, course guides or syllabi for the courses taught in the building.
 - b) Ensure that Ohio's standards are used to guide students' progress toward meeting the Ohio's Academic Goals and Outcomes at each grade level and that learning goals and activities at all grade levels are intentionally aligned to the standards.
 - c) Require that the building's instructional practices are research and evidence based.
 - d) Require that learning tasks at all grade levels teach students to use higher order thinking skills.
5. **Assessment and Academic Data:** Monitor the building's use of Formative Instructional Practices (FIP) and assessment at the building level
 - a) Ensure that formative and summative assessments are aligned with the Ohio Academic Standards.
 - b) Require the use of formative/short-cycle assessment aligned with the Ohio Academic Content Standards to help make learning goals clear to students and engage students in self-reflection and self-assessment.
 - c) Require the use of formative/short-cycle assessment aligned with Ohio Academic Content Standards as a way to provide descriptive feedback to students.
 - d) Work with teachers to identify **High Quality Student Data** (HQSD) to be used in making instructional decisions and to be included in each teacher's evaluation annually.
6. **PBIS:** Lead the Junior High School's Positive Behavioral Interventions and Supports (PBIS) program in conjunction with the district's Student Success Coordinator.
7. **Social and Emotional Learning Standards:** Promote in the Junior High School Ohio's K-12 Social and Emotional Learning Standards for the middle grades and high school that provide a continuum of development across five competencies: Self-Awareness, Self-Management, Social Awareness, Relationship Skills and Responsible Decision-Making.
8. **Safety:** Work with the administrative team, staff, and constituents to update, monitor, and review the building safety plan and assure that it meets the criteria set forth by law and is annually compliant. Plan and supervise the required safety drills and emergency preparedness programs required. Provide for the safety and administration of the school facility.

Other Areas of Focus:

1. Follow Board of Education policy in regards to the attendance, conduct, and health of students. Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
2. Supervise the preparation of school reports for the district office including the maintenance of records on the progress and attendance of students.
3. Plan and organize the screening, registration and orientation of new students.
4. Provide input into development of and management of school budgets/appropriations and oversee school activity account funds.
5. Supervise and evaluate the junior high school's extracurricular and cocurricular programs and personnel.
6. Support the District's Supervisor of Special Education and the school psychologists in implementing all special education requirements related to identification, re-evaluation, and student or parental rights.
7. Maintain high standards of student conduct and enforce discipline as necessary, according to due process procedures and board policy.
8. Other duties as assigned by the Superintendent.