

# POSTING

## LAKOTA LOCAL SCHOOL DISTRICT Human Resources Office

**TO:** All Certificated Staff Members  
**FROM:** Human Resources  
**DATE:** April 18, 2025

We are currently accepting applications for **7 – 12 Assistant Principal**

**Location:** Ridge Junior

### Minimum Qualifications:

- Bachelor's degree in related field. A master's degree is preferred.
- 5-7 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.
- Work is performed in a school/office environment.
- Ability to lift up to 50 lbs.
- Bending, lifting, twisting and repetitive motion required.

**Date of Employment:** August 1, 2025

**Salary:** Based on experience

**Contract days:** 227 days

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

- Educational background
- Employment history
- Specific administrative positions that are of interest

**Application Deadline:** May 2, 2025

**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:** Assistant Principal – Junior School 7 - 8

**Department:** Administrator

**Reports to:** Principal – Junior School 7 - 8

**Supervises:** Students and staff of assigned school(s)

**Contract:** 260 days

---

### **SUMMARY:**

Enables Lakota student to achieve their fullest potential by serving as educational leader of assigned building providing direction in the successful delivery of academic instruction to the District's junior 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:**

- 5-7 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.
- Work is performed in a school/office environment.
- Ability to lift up to 50 lbs.
- Bending, lifting, twisting and repetitive motion required.

### **RESPONSIBILITIES:**

- Assists the Principal in overseeing the delivery of academic instruction by:
  - Supervising the delivery of academic instruction in assigned departments 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.
  - Working cooperatively with the school Principal and staff to develop a mission statement and instructional goals for the building consistent with the philosophy, values and objectives of the District.
  - Developing the master schedule and supervising student scheduling and registration.
  - Coordinating and supervising state and district mandated testing at the building level.
  - Promoting a positive and cooperative atmosphere that encourages and motivates staff to achieve the school's mission and objectives and implement instructional changes.
  - Promoting improvement of curriculum and instruction within the building.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

- Serving as IEP District representative for the building responsible for coordinating delivery of special education services and attending related IEP and IAT meetings.
- Assisting in planning, coordinating and conducting staff development activities.
- Maintaining current knowledge of best practices, trends and new developments in junior school curriculum, instruction and building administration.
- Assists in supervising daily operations of assigned building by:
  - Directing the day-to-day activities of assigned staff.
  - 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.
  - Fostering a climate that promotes student learning.
  - Participating in the selection, assignment and scheduling of building personnel.
  - Assisting in the selection, assignment and supervision of substitute personnel.
  - Promoting standards and expectations for all students and staff and maintaining positive morale.
- Administers the student behavior and discipline program by:
  - Supervising students before, during and after school.
  - Implementing a fair and effective student discipline code.
  - Ensuring rules are consistently and fairly administered.
  - 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.
- Assists in overseeing operations of assigned building 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.
  - Assisting the Principal in managing the transportation of students to/from school.
  - Supervising guidance/counseling, attendance and health services as directed.
  - Participating in 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.
- Establishes and maintains open lines of communication with the Principal, 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.
  - Working with staff, students, parents, and others on matters pertaining to junior school curriculum and instruction programs as well as particular concerns.
  - Maintaining visibility with staff, students, parents and central office.
  - Promoting positive school-community relations.
  - 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.
- Performs the duties of the Principal in that individual's absence.
- Supports implementation of the building's interscholastic sports and extracurricular programs by:
  - **Attending and supervising school sponsored extracurricular activities and events.**
  - **Assuring acceptable student behavior at school sanctioned or sponsored activities and events.**
- Attends District meetings and participates on District-wide committees as assigned.
- Other duties 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.