



## HAMILTON LOCAL SCHOOL DISTRICT JOB DESCRIPTION

<b>Position:</b>	Principal
<b>Reports to:</b>	Superintendent/Designees
<b>Employment Status:</b>	Regular/Full-time
<b>Classification:</b>	Administration
<b>FLSA Status:</b>	Exempt
<b>Description:</b>	The Principal will be responsible for providing strategic direction, fostering a positive school culture, and ensuring the academic success and well-being of all students. The ideal candidate will have a strong educational background, excellent instructional leadership skills, and a passion for creating a supportive and inclusive learning environment.
<b>NOTE:</b>	The below lists are not ranked in order of importance

### **Essential Functions:**

#### Instructional Leadership

- Develop and articulate a clear vision for learning for all students
- Lead a school focused on driving excellence, executing with urgency and realizing significant and meaningful achievement for all students
- Implement and evaluate instructional processes to ensure that learning activities are related to desired outcomes and use data to drive decisions
- Encourage and support the creation of innovative instructional programs, facilitating teacher-led pilot initiatives where suitable
- Promote high-quality instructional practices that consistently allow for excellent instruction school-wide
- Develop, implement, and manage all school systems, master schedules, and operations
- Promote the use of technology in the teaching/learning process
- Support the District's goals and programs with enthusiasm

#### School Organizational Climate

- Foster a reflective, collaborative, and inspiring culture for students, families, staff members and community partners that values innovation, accountability, and performance
- Create an environment that fosters social justice, equity, and supports the needs of each child
- Cultivate a positive and caring school climate for staff, students, parents, and the community
- Maintain effective communication channels with students and staff
- Collaborate on managing a school focused on nurturing leaders and fostering innovation
- Establish programs and activities designed to foster positive relationships among students and between students and staff
- Manage a school focused on driving excellence, executing with urgency, and realizing significant and meaningful achievement for all students

#### School/Organizational Improvement

- Develop and implement accountability measures to assess school effectiveness and drive continuous improvement
- Develop improvement plans with staff
- Develop, maintain, and use information systems to maintain and track records of progress on performance objectives
- Work with community and other agencies on issues that relate to schools and/or students' welfare in the school or in the community



- Develop and implement accountability practices to evaluate school effectiveness and to make strategic decisions that ensure that results are ever improving

#### Personnel Management

- Lead and coordinate the evaluation of certified and classified school staff
- Oversee the recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues
- Coordinate and lead in-service professional development for the school staff

#### Administration and Fiscal/Facilities Management

- Develop class schedules, teacher assignments, and extracurricular activity schedules
- Work with department chairs/heads and faculty to compile annual budget requests based on documented program needs
- Requisition supplies and equipment; check inventory; maintain records; and verify receipts for materials
- Provide assistance in evaluating the condition of the school, grounds, and equipment
- Supervise student attendance reporting and investigations
- Oversee Emergency Operation Plan and safety drills
- Assist in the coordination of transportation, custodial, cafeteria, and other support services

#### Student Management

- Establish and enforce student code of conduct
- Supervise and encourage the development of extra and co-curricular activities
- Ensures that student conduct conforms to the school's standards and school district policies
- Ensures that the student code of conduct is uniformly observed, and that student discipline is appropriate and equitable
- Implements discipline as an opportunity for learning and intervention as needed
- Create and oversee the building's multi-tiered system of supports
- Conduct conferences on student and school issues with parents, students, and teachers

#### School/Community Relations

- Create and meet with student councils and other school support groups
- Use appropriate and effective techniques to encourage community and parent involvement
- Articulate the school's mission to the community and solicit its support in realizing that mission
- Perform other duties as assigned by the Superintendent or their designees

#### **Qualifications:**

- Master's degree (M.A.) from an accredited college or university
- Appropriate State of Ohio administrator's licensure
- Five to ten years successful classroom teaching and building administration experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

#### **Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of Ohio school law
- Ability to lead and motivate staff and students
- Teaching experience at the appropriate level
- Knowledge of overall instructional technology

#### **Additional Working Conditions:**

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening work
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interaction among unruly children



- Occasionally lift, carry, push, and pull various items up to a maximum of 20 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Employee Remains free of any alcohol or nonprescription controlled substance and abuse of any prescribed controlled substance in the workplace throughout employment in the district

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Hamilton Local School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

Adoption date: May 13, 2024