

# Pike-Delta-York Local School District

## Vacancy Notification

### Middle School Principal

The Pike-Delta-York Local School District, in Delta, Ohio, is seeking a strong educational leader to serve as the next Delta Middle School principal. Delta Middle School has a high performing staff and strong student body excelling in both the classroom and extracurricular activities.

*Qualifications:* The district is looking for an excellent educational leader who demonstrates initiative and has a track record of improving student achievement in a collaborative environment.

The successful candidate must possess dynamic leadership skills; impeccable communication skills (both written and oral) with students, parents, and staff; excellent organizational skills; great interpersonal skills; the ability to work collaboratively; the ability to apply critical thinking skills; and the ability to multi-task.

Administrative experience preferred, but not required.

Having background experience at the middle school level is preferred, but not required.

The candidate must possess a valid administrative license or show proof one could be obtained.

The successful candidate will be expected to exhibit character and professionalism that reflects positively on the district.

Successful candidates must have the ability to provide an acceptable BCI/FBI background check.

*Pay & Benefits:* Pay and benefits competitive and per Board of Education approved salary schedule.

220 day contract to begin August 1, 2023.

*Deadline:* February 1, 2023

*To apply:* Provide the following credentials:

1. A Letter of Introduction
2. Resume
3. Copy of applicable licensure or proof license could be obtained
4. Transcripts
5. Three (3) Letters of Recommendation
6. Completed certified application (found at [www.pdys.org/careers](http://www.pdys.org/careers))

E-mail or mail credentials to:

Jobs@pdys.org      or      Dr. Ted Haselman, Superintendent  
Pike-Delta-York Local School District  
504 Fernwood Street  
Delta, Ohio 43515

**PIKE-DELTA-YORK LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:**               **PRINCIPAL**

**File 102**

**Reports to:**        Superintendent

**Job Objective:**   Serves as the school's head administrator and instructional leader.

- Minimum Qualifications:**
- Holds/maintains required state department of education credentials.
  - Demonstrates the ability to advance district goals and objectives through program improvements based on evaluated data and research-based best practices.
  - Ohio Teacher Evaluation System (OTES) and Ohio School Counselor Evaluation System (OSCES) credentialed evaluator status are required.
  - Ability to analyze and present complex information in easy-to-understand formats.
  - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
  - Effective supervisory, communication, problem-solving and time management skills.
  - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
  - Maintains a record free of criminal violations that would prohibit public school employment.
  - Nonviolent Crisis Intervention (CPI) or similar training may be required for some assignments.

**Board bylaw requirement:** Employees shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district. Employees are required to serve as a role model for students in how to conduct themselves as citizens and as responsible intelligent human beings. Employees have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

- Essential Functions:**
- 1. Professionally manages school programs. Actively supervises building staff. Establishes appropriate levels of employee autonomy and accountability.**
- Directs the planning, delivery and advancement of educational programs consistent with the district mission and legal requirements. Helps implement a shared vision of learning that supports continuous measurable improvements in student achievement.
  - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
  - Serves as an adviser to the superintendent and active member of the administrative team.
  - Facilitates building compliance with all pertinent local, state and federal laws.
  - Oversees the collection of accurate program data and the timely processing of paperwork.
  - Recruits highly-qualified building staff. Oversees orientation programs for building staff.
  - Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
  - Develops a master schedule (e.g., staffing, courses, support services, student activities, etc.).
  - Manages the revision/distribution of student-parent and teacher handbooks.
  - Facilitates collaborative planning of building (staff) meetings. Directs special projects committees.
  - Implements the board-approved budget as assigned. Requisitions materials/services. Monitors vendor pricing to control costs. Manages the judicious use of program resources.
  - Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
  - Plans for equipment replacement using district performance goals and applicable safety standards.
  - Works with the superintendent and treasurer to align budget proposals with district goals.
  - Oversees enrollment/withdrawal procedures and the management of student files.
  - Works with staff to develop high quality standards-based curriculum guides and courses of study.
  - Administers state-mandated testing programs. Maintains test security. Analyzes test results.
  - Collaboratively resolves problems that impede student learning. Helps staff identify teaching techniques, interventions and aligned resources best suited for each student.
  - Advocates for students. Facilitates full access to inclusive educational opportunities.
  - Assists staff with pupil management issues. Participates in student planning meetings as needed.
  - Provides administrative direction to ensure orderly building activities (e.g., arrivals/departures, vehicle parking, use of interior/exterior common areas, etc.).
  - Evaluates operational performance. Identifies short/long-range program needs and opportunities.

***High School Principal – Additional Duties:***

- Oversees the interscholastic athletic program. Provides for district representation at athletic league meetings. Works with the staff to monitor student eligibility verification/medical records functions.

- Coordinates kindergarten screening programs.

**2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Cultivates community relationships that promote strong public support for the district.
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

**3. Maintains open/effective communications. Serves as a reliable information resource.**

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

**4. Pursues opportunities to enhance personal performance.**

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

**5. Keeps informed about workplace safety procedures. Initiates action to manage risks.**

- Helps update and implement a comprehensive school safety/emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

**6. Performs other specific job-related duties as directed.**

- Implements workplace initiatives that advance organizational goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

**Performance  
Evaluation:**

Employee performance is evaluated according to board policies/regulations, administrative guidelines/procedures, current negotiated agreements and applicable law. This job description identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. This document is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.

The district offers equal opportunity employment without regard to race, color, national origin, ancestry, religion, sex, age, disability, military status and any other legally protected category.