

PIQUA CITY SCHOOL DISTRICT

Job Descriptions

100 ADMINISTRATIVE

- 101 Assistant Superintendent
- Athletic Administrator/HPE *SEE: File 401*
- 102 Board of Education – Member
- 103 Business Coordinator
- 104 Dean of Students
- 105 Director of Curriculum and Instruction
- 106 Director of Information Systems
- 107 Principal – Assistant
- 108 Principal – Elementary School
- 109 Principal – High School
- 110 Principal – Junior High School
- 112 Director of Student Services

**PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	ASSISTANT SUPERINTENDENT/HUMAN RESOURCES	File 101
Reports to:	Superintendent	
Job Objectives:	Administers the district's Human Resources. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students, and staff. Keeps the superintendent informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio administrative license or certificate appropriate for the assignment.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Expertise in the identification and use of educational options, auxiliary services, and curricular materials that address the educational needs of program participants.• Ability to organize community support for special education programs and student assimilation activities.• Knowledge of labor laws and work experience in personnel administration.• Experience developing, promoting, and maintaining a diverse workforce.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Directs the effective and efficient delivery of human resources. Monitors labor/employment laws.• Addresses issues that arise during the absence of the superintendent. Promptly communicates actions undertaken.• Interprets and administers the certified union contracts and board policies of the district as they pertain to employees.• Coordinates evaluation and recommended improvements to district policies related to personnel (codification).• Develops and directs processes for selecting and assigning the best-qualified persons to all certificated positions in the district. (Background checks, interviews, postings, recommended appointments).• Recommends all assignments, transfers, dismissals, and promotion of certificated personnel.• Monitors education laws, rules, and regulations. Oversees and/or updates administrative procedures to comply with legal mandates.• Maintains effective communications with staff to resolve problems and sustain progress, and oversees best practices in teaching.• Participates in employee hearing/grievance processes.• Assist in the development and coordination of the sections of the budget that pertain to personnel.• Organizes and maintains the substitute employees request system.• Certifies employee classifications and salaries to the treasurer's office and maintains adequate records of personnel.• Confers with principals and supervisors to determine building staffing needs based on variables such as enrollment, budget parameters, student needs, using auditing processes.• Provides necessary research and development of compensation strategies for certified employees.	

- Provides necessary interpretation and processing for issuance and renewal of state certifications.
- Participates in negotiations with bargaining unit to formulate strategy, salary schedules, benefits, terms/conditions of employment and language issues.
- Participates in regular labor/management committee meetings.
- Oversees supplemental contracts.
- Conducts employee orientations and oversees performance evaluation processes for certified staff.
- Interprets and keeps staff informed of the licensure changes and procedures.
- Performs fiscal management by preparing and administering the district's personnel budget, including forecasting personnel expenditures. Recommends cost saving measures.
- Expresses high expectations and monitors staff performance. Collaborates with principals to improve staff competencies. Supports opportunities for staff to develop new skills. Participates in staff evaluations when requested.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Serves as the District Hearing Officer/Board designee for all suspension appeals and expulsion appeals.
- Plays a significant leadership role in building staff morale and positive staff relations throughout the district.
- Oversees nursing, gifted and talented, ESL and home-schooling areas.
- Oversees all mandated staff training and awareness programs. (e.g. abuse, bloodborne pathogens, etc.)
- Oversees the articulation of the CTS departments (Curriculum, Technology, Student Services).
- Promotes the effective use of available technology in records management and staff development. Upholds computer technology acceptable use policies.
- Implements procedures to protect school property and help ensure the health, safety, and well being of students, staff, and visitors.
- Reports evidence of suspected child abuse as required by law.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains visibility. Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Builds community partnerships that enhance district programs and services.
- Supports appropriate research and pilot projects. Pursues funding opportunities.
- Supervises the preparation of grant and foundation applications.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Directs CCIP funding with collaboration of CTS departments.
- Oversees EMIS.
- Performs other specific job-related duties as directed by the Superintendent.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.

- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 10/26/06

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	MEMBER - PIQUA CITY SCHOOL DISTRICT BOARD OF EDUCATION	File 102
Reports to:	Piqua City School District residents and the State of Ohio	
Job Objectives:	Exercises responsible civic leadership to provide for the safe and effective delivery of educational programs. Oversees the judicious use of community resources.	
Minimum Qualifications:	<ul style="list-style-type: none">• Meets all prerequisite qualifications as defined by the State of Ohio to be elected or appointed to the school board.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Assumes responsibility for the effective performance of statutory and permissive board duties. Provides leadership to help the district achieve its educational mission. Keeps the public informed about district plans.• Attends board and assigned committee meetings. Notifies the board president, treasurer, or superintendent when an absence cannot be avoided.• Recognizes that the board's primary responsibility is governance. Understands that members can only exercise the authority of the board during legally convened meetings. Accepts the majority decision as binding on all board members.• Respects personal privacy. Maintains the confidentiality of privileged information.• Selects and empowers a superintendent and treasurer to manage the district's daily operations. Promotes a positive work and learning environment. Supports delegated authority. Respects the district's chain of command.• Requests sufficient documentation to permit a complete review of all matters brought before the board. Develops and adopts board policies. Ensures that sufficient guidelines and resources are available to carry out board directives.• Adopts an annual budget/appropriations measure that enables the school district to operate effectively. Monitors the fiscal management of the district.• Participates in short- and long-range planning activities to ensure that adequate facilities are provided to achieve district goals.• Promotes a favorable image of the school district.• Works with the community to maintain a strong commitment of financial support.• Expresses enthusiasm and shows an active interest in helping staff, students, and parents achieve a successful educational experience.• Maintains visibility. Encourages parent organizations. Supports and participates in school and student activities as time permits.• Works with the superintendent to address community concerns/recommendations.• Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.• Reports evidence of suspected child abuse as required by law.• Builds community partnerships that enhance district programs and services.• Participates in national, state, and/or regional activities that advance district goals.• Participates in professional growth opportunities.• Accepts personal responsibility for decisions and conduct.• Strives to develop rapport and serve as a positive role model for others.• Performs other specific job-related duties as directed by the board president.	
Abilities Required:	<p>The following characteristics and physical skills are essential for the successful performance of assigned duties.</p> <ul style="list-style-type: none">• Articulates a clear vision and provides leadership to advance the change process.• Promotes a positive work environment and engenders staff enthusiasm.	

- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Directs, supervises and evaluates the performance of the superintendent and treasurer as authorized by board policy and contractual agreements.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **BUSINESS COORDINATOR**

File 103

Reports to: Superintendent

Job Objectives: Administers district-wide purchasing, secretarial/clerical, maintenance, custodial, and transportation programs. Oversees facility planning, building renovations, and new construction. Serves as the district's safety director. Keeps the superintendent informed about emerging issues.

Minimum Qualifications:

- High school diploma. Post-secondary training and/or equivalent work experience in business support service industry is required.
- Bachelor's degree in business administration or closely related field is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Strong organizational, planning, and project management skills.
- Supervisory experience in one or more of the identified business services.
- Computer skills and knowledge of business and accounting software.
- Ability to interpret and comply with safety regulations and environmental laws.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the effective delivery and continuous improvement of business services. Monitors compliance with civil service rules and regulations.
- Develops performance goals and a strategy to accomplish approved objectives within specified time lines.
- Schedules meetings with classified staff as needed. Maintains effective communications to resolve problems and sustain progress.
- Participates as an active member of the district's management team.
- Helps develop and implement the district's continuous improvement plan.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Serves as the district's purchasing agent.
- Administers the board-approved budget. Approves the purchase of essential program supplies and equipment.
- Manages cost-control programs. Prepares revenue and expense projections for all cost centers. Ensures that collection and dispersal procedures are properly documented. Helps develop line items for the annual appropriations measure.
- Administers the board-approved permanent improvement budget. Prepares competitive bid specifications.
- Recommends and monitors the performance of contractors/vendors.
- Assists the treasurer with the management of the district's non-consumable asset.
- Administers insurance programs (e.g., property, liability, fleet, student, etc.).
- Helps building administrators keep emergency preparedness plans up-to-date (e.g., fire drills, tornado drills, safety procedures, etc.) when requested.
- Manages non-school use of district facilities (e.g., rental, scheduling, set-up, etc.).
- Provides for the periodic inspection of all district facilities. Develops short-and long-range facility-use plans. Supervises new construction and renovation projects. Ensures compliance with building codes and ADA accessibility standards.
- Oversees the provision of effective maintenance and custodial services.
- Serves as the district liaison to governmental regulatory agencies. Monitors compliance with safety regulations and environmental laws.
- Administers the district's energy conservation and asbestos abatement programs.
- Oversees the supervision of a safe and efficient student transportation system.

- Administers civil service testing procedures for classified applications. Manages classified staff selection and orientation processes.
- Periodically reviews and updates classified personnel job descriptions.
- Ensures the equitable distribution of workloads and extra assignments. Provides for coverage during staff absences. Approves time sheets.
- Expresses high expectations and monitors staff performance. Collaborates with supervisors to improve staff competencies. Supports opportunities for staff to develop and/or improve skills. Participates in staff evaluations when requested.
- Assists with classified personnel wage and benefit negotiations as directed.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Maintains visibility. Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Builds community partnerships that enhance district programs and services.
- Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **DEAN OF STUDENTS**

File 104

Reports to: Principal

Job Objectives: Administers the student conduct code and monitors compulsory attendance requirements. Helps manage student health/welfare activities. Keeps the principal informed about emerging issues. Promotes an effective learning environment and close working relationships with parents, students, and staff.

Minimum Qualifications:

- Valid Ohio license or certificate appropriate for the assignment. Master's degree preferred. Minimum five years successful teaching experience.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Helps the principal manage student health and safety matters. Upholds the district's student conduct code. Assists with campus security and supervision activities.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Monitors child welfare, attendance and employment laws. Recommends district policy and administrative procedure modifications.
- Helps interpret policies, programs, and procedures to students, guardians, staff, and the community. Helps update and distribute student calendars, district handbooks, schedules, notices/bulletins, etc.
- Investigates student concerns that impede student learning and/or participation in school activities. (e.g., attendance, conduct, at-risk indicators, etc.). Helps parents and students understand academic, attendance, and behavioral requirements.
- Responds to requests for assistance with student concerns. Examines student records and confers with staff to document information. Counsels students and participates in intervention activities (e.g., IAT, IEP, and parent meetings/conferences, etc.).
- Makes referrals for intervention services (e.g., psychological testing, counseling, etc.).
- Investigates hardship, neglect, and suspected child abuse cases. Serves as a referral agent to community agencies when student concerns exceed the scope of district resources. Prepares information and provides testimony for formal/informal hearings.
- Serves as the primary contact for guardians and county authorities. Initiates community referrals (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
- Helps supervise student activities as directed (e.g., arrivals/departures, parking lots, lunch periods, hall duty, extracurricular programs, etc.).
- Helps administer the school suspension program (e.g., secures materials, coordinates transportation, etc.).
- Assists with student scheduling concerns.
- Assists with the certification of students for graduation.
- Prepares and maintains accurate records. Submits reports on time. Maintains district records for the maximum period mandated by law and/or board policy.
- Helps supervise the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.

- Administers the implementation, coordination, and supervision of student activities (e.g., orientation, co-curricular, etc.).
- Maintains visibility. Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Builds community partnerships that enhance district programs and services.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **DIRECTOR OF CURRICULUM AND INSTRUCTION**

File 105

Reports to: Superintendent

Job Objectives: Administers district-wide curriculum and staff development activities. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students, and staff. Keeps the superintendent informed about emerging issues.

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment.
- Master's degree or higher with training in curriculum and instruction.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the effective delivery and continuous improvement of curriculum and instruction programs to advance the district's written, implemented, and assessed curricula and mandated proficiencies.
- Develops performance goals and a strategy to accomplish approved objectives within specified time lines.
- Serves as a curriculum resource for building principals. Provides advice and facilitates problem solving activities.
- Schedules departmental and grade-level staff meetings as needed. Maintains effective communications to resolve problems and sustain progress.
- Participates as an active member of the district's management team.
- Helps develop and implement the district's continuous improvement plan.
- Coordinates assigned title programs as directed by the assistant superintendent.
- Administers the board-approved budget. Approves the purchase of essential program supplies and equipment.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Chairs the district's curriculum committee. Develops, implements, and evaluates curriculum for all K-12 course offerings. Recommends the addition and grade placement of courses. Confirms graduation requirements. Approves the high school registration form.
- Oversees the evaluation and selection of new books, equipment, and other instructional supplies.
- Helps develop the school calendar.
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Provides input for testing programs. Analyzes test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.
- Encourages staff to develop and disseminate innovative program materials.
- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
- Coordinates special programs as assigned (e.g., Reading is Fundamental, Outdoor Education, etc.).
- Oversees curriculum activities for elementary and secondary summer school intervention programs.
- Communicates high expectations and shows an active interest in student progress.

- Maintains high standards and upholds the student conduct code. Helps teachers and administrators with discipline and pupil management issues. Prepares student discipline recommendations for the superintendent's consideration.
- Maintains effective relationships with community services (e.g., law enforcement, health care facilities, child welfare services, etc.).
- Participates in staff selection and orientation processes as directed.
- Expresses high expectations and monitors staff performance. Collaborates with supervisors to improve staff competencies. Supports opportunities for staff to develop new skills. Participates in staff evaluations when requested.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Serves on the local professional growth committees as directed.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Maintains visibility. Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Builds community partnerships that enhance district programs and services.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.

- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
- JOB DESCRIPTION

Title: **DIRECTOR OF INFORMATION SYSTEMS**

File 106

Reports to: Superintendent

Job Objectives: Administers the district's educational management information system and testing programs. Keeps the superintendent informed about emerging issues.

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Proficiency in automated data processing systems and statistical analysis.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the effective delivery and continuous improvement of educational management information system and district-wide testing programs.
- Develops performance goals and a strategy to accomplish approved objectives within specified time lines.
- Maintains effective communications with staff to resolve problems and sustain progress.
- Participates as an active member of the district's management team.
- Helps develop and implement the district's continuous improvement plan.
- Administers the board-approved budget. Approves the purchase of essential program supplies and equipment.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Administers standardized, competency, and proficiency testing activities. Ensures compliance with test procedures (e.g., selection, development, implementation, security, distribution, administration, collection, processing, interpretation, recording, file maintenance, etc.).
- Analyzes test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.
- Serves as the district liaison to the A-Site. Monitors changes that govern the manner in which data is collected, recorded, and reported. Attends training programs to keep current with software modifications. Distributes updated information and provides staff training and support.
- Coordinates collection and data entry processes. Helps resolve problems. Validates data, correct errors, and maintain all required records (e.g., student demographics, academic courses, co-curricular/extra curricular programs, testing data, fees, title programs, subsidized lunch programs, etc.).
- Coordinates state and federal reports submitted through the computer network.
- Helps the treasurer's office report financial data.
- Helps research, plan, and develop special reports. Interprets data and other statistical information. Provides perspective and advice regarding emerging trends and budgetary implications. Assists with public relations activities.
- Pursues applications for district awards, honors, and recognitions.
- Serves as the district's competitive grant writer. Identifies and recommends funding opportunities. Complies with all reporting responsibilities.
- Manages special state and federal projects as assigned.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Promotes the effective use of available technology in records management activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.

- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Maintains visibility. Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Builds community partnerships that enhance district programs and services.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the superintendent: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ASSISTANT PRINCIPAL	File 107
Reports to:	Principal	
Job Objectives:	Helps the principal manage the school program. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students, and staff. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio administrative license or certificate appropriate for the assignment.· Valid Ohio administrative license or certificate appropriate for the assignment.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documentation of a clear criminal record.· Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Helps administer academic, guidance, attendance, student conduct, and other programs or services as assigned.· Helps develop and implement the district's continuous improvement plan.· Develops performance goals and a strategy to accomplish approved objectives within specified time lines.· Maintains effective communications with staff to resolve problems and sustain progress.· Addresses administrative issues that arise during the absence of the principal.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district.· Helps develop the master schedule as directed. Ensures the equitable distribution of workloads and extra assignments.· Helps obtain substitutes or provides classroom coverage during teacher absences.· Supervises and evaluates school events and extracurricular activities as directed.· Upholds applicable Ohio Revised Codes. Helps administer policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc. Assists with enrollment and withdrawal procedures.· Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.· Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.· Assists with proficiency and alternative testing programs. Helps analyze test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.	

- Encourages staff to develop and disseminate innovative program materials.
- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
- Supports a full range of educational options. Complies with state model policies and procedures for the education of students identified as having a disability.
- Participates in IAT, IEP, and parent meetings/conferences as requested.
- Communicates high expectations and shows an active interest in student progress.
- Ensures that services are provided in the least restrictive educational environment.
- Maintains high standards and upholds the student conduct code. Helps teachers with discipline and pupil management issues. Prepares student conduct reports. Helps revise student/parent and teacher handbooks.
- Upholds procedures that protect school property and help ensure the health, safety, and well being of students, staff, and visitors.
- Assign student lockers.
- Helps supervise student activities as directed (e.g., bus arrivals/departures, parking lots, lunch periods, hall duty, extracurricular programs, etc.).
- Administers procedures governing student-driving privileges as directed.
- Upholds procedures to ensure that all medicines are stored and dispensed safely.
- Helps keep emergency preparedness plans up-to-date (e.g., fire drills, tornado drills, safety procedures, etc.). Responds to building emergencies as requested.
- Maintains effective relationships with community services (e.g., law enforcement, health care facilities, child welfare services, etc.).
- Participates in staff selection, orientation, and evaluation processes as directed.
- Expresses high expectations and monitors staff performance (e.g., observations, review of lesson plans, individual conferences, staff meetings, etc.). Promotes opportunities for staff to develop new skills.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Prepares and maintains accurate records. Submits reports on time. Maintains district records for the maximum period mandated by law and/or board policy.
- Helps manage the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports evidence of suspected child abuse as required by law.
- Maintains visibility. Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Builds community partnerships that enhance district programs and services.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.

- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ELEMENTARY SCHOOL PRINCIPAL**

File 108

Reports to: Superintendent

Job Objectives: Serves as the elementary school's head administrator and instructional leader. Provides staff leadership. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students, and staff. Keeps the superintendent informed about emerging issues.

Minimum Qualifications:

- Valid Ohio principal's license appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the effective delivery and continuous improvement of educational programs and services to achieve the district's written, implemented, and assessed curricula and mandated proficiencies.
- Develops performance goals and a strategy to accomplish approved objectives within specified time lines.
- Maintains effective communications with staff to resolve problems and sustain progress.
- Participates as an active member of the district's management team.
- Helps develop and implement the district's continuous improvement plan.
- Administers the board-approved budget. Approves the purchase of essential program supplies and equipment.
- Ensures that collection and dispersal procedures are properly documented.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Develops a master schedule. Ensures the equitable distribution of workloads and extra assignments. Provides for classroom coverage during teacher absences.
- Prepares and distributes a school calendar. Observes established school hours.
- Oversees the scheduling and evaluation of school events and extracurricular activities.
- Enforces applicable Ohio Revised Codes. Administers policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc. Oversees enrollment and withdrawal procedures.
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Oversees proficiency and alternative testing programs. Analyzes test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.
- Encourages staff to develop and disseminate innovative program materials.
- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
- Supports a full range of educational options. Complies with state model policies and procedures for the education of students identified as having a disability.
- Participates in IAT, IEP, and parent meetings/conferences as requested.
- Communicates high expectations and shows an active interest in student progress.
- Ensures that services are provided in the least restrictive educational environment.
- Maintains high standards and upholds the student conduct code. Helps teachers and administrators with discipline and pupil management issues. Administers student discipline procedures (e.g., recommendations, hearings, appeals, etc.).

- Oversees the revision and distribution of student/parent and teacher handbooks.
- Implements procedures to protect school property and help ensure the health, safety, and well being of students, staff, and visitors.
- Provides staff supervision for student activities (e.g., bus arrivals/departures, parking lots, lunch periods, hall duty, extracurricular programs, etc.).
- Oversees procedures to ensure that all medicines are stored and dispensed safely.
- Supervises the provision of custodial services.
- Keeps emergency preparedness plans up-to-date (e.g., fire drills, tornado drills, safety procedures, etc.). Responds to building emergencies as requested.
- Maintains effective relationships with community services (e.g., law enforcement, health care facilities, child welfare services, etc.).
- Participates in staff selection and orientation processes.
- Expresses high expectations and monitors staff performance (e.g., observations, review of lesson plans, individual conferences, staff meetings, etc.). Provides opportunities for staff to develop new skills.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Supervises the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports evidence of suspected child abuse as required by law.
- Promotes and participates in PTA activities. Maintains visibility. Supports and participates in school and student activities as time permits.
- Builds community partnerships that enhance district programs and services.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.

- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: HIGH SCHOOL PRINCIPAL

File 109

Reports to: Superintendent

Job Objectives: Serves as the high school's administrator and instructional leader. Provides staff leadership. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students, and staff. Keeps the superintendent informed about emerging issues.

Minimum Qualifications:

- Valid Ohio principal's license appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the effective delivery and continuous improvement of educational programs and services to achieve the district's written, implemented, and assessed curricula and mandated proficiencies.
- Develops performance goals and a strategy to accomplish approved objectives within specified time lines.
- Maintains effective communications with staff to resolve problems and sustain progress.
- Participates as an active member of the district's management team.
- Helps develop and implement the district's continuous improvement plan.
- Administers the board-approved budget. Approves the purchase of essential program supplies and equipment.
- Ensures that collection and dispersal procedures are properly documented.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Develops a master schedule. Ensures the equitable distribution of workloads and extra assignments. Provides for classroom coverage during teacher absences.
- Prepares and distributes a school calendar. Observes established school hours.
- Oversees the scheduling and evaluation of school events and extracurricular activities.
- Works with the athletic director to improve the athletic program. Coordinates district representation at athletic league meetings. Oversees scholastic eligibility verification and medical records maintenance functions.
- Enforces applicable Ohio Revised Codes. Administers policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc. Oversees enrollment and withdrawal procedures.
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Oversees proficiency and alternative testing programs. Analyzes test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.
- Encourages staff to develop and disseminate innovative program materials.
- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
- Supports a full range of educational options. Complies with state model policies and procedures for the education of students identified as having a disability.
- Participates in IAT, IEP, and parent meetings/conferences as requested.
- Communicates high expectations and shows an active interest in student progress.
- Ensures that services are provided in the least restrictive educational environment.

- Maintains high standards and upholds the student conduct code. Helps teachers and administrators with discipline and pupil management issues. Administers student discipline procedures (e.g., recommendations, hearings, appeals, etc.).
- Oversees the revision and distribution of student/parent and teacher handbooks.
- Implements procedures to protect school property and help ensure the health, safety, and well being of students, staff, and visitors.
- Provides staff supervision for student activities (e.g., bus arrivals/departures, parking lots, lunch periods, hall duty, extracurricular programs, etc.).
- Oversees procedures governing student-driving privileges.
- Oversees procedures to ensure that all medicines are stored and dispensed safely.
- Supervises the provision of custodial services.
- Keeps emergency preparedness plans up-to-date (e.g., fire drills, tornado drills, safety procedures, etc.). Responds to building emergencies as requested.
- Maintains effective relationships with community services (e.g., law enforcement, health care facilities, child welfare services, etc.).
- Participates in staff selection and orientation processes.
- Expresses high expectations and monitors staff performance (e.g., observations, review of lesson plans, individual conferences, staff meetings, etc.). Provides opportunities for staff to develop new skills.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Supervises the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports evidence of suspected child abuse as required by law.
- Maintains visibility. Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Builds community partnerships that enhance district programs and services.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: JUNIOR HIGH SCHOOL PRINCIPAL

File 110

Reports to: Superintendent

Job Objectives: Serves as the junior high school's administrator and instructional leader. Provides staff leadership. Promotes an effective learning environment. Encourages program innovations. Promotes close working relationships with parents, students, and staff. Keeps the superintendent informed about emerging issues.

Minimum Qualifications:

- Valid Ohio principal's license appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Meets all prerequisite qualifications to be bonded.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the effective delivery and continuous improvement of educational programs and services to achieve the district's written, implemented, and assessed curricula and mandated proficiencies.
- Develops performance goals and a strategy to accomplish approved objectives within specified time lines.
- Maintains effective communications with staff to resolve problems and sustain progress.
- Participates as an active member of the district's management team.
- Helps develop and implement the district's continuous improvement plan.
- Administers the board-approved budget. Approves the purchase of essential program supplies and equipment.
- Ensures that collection and dispersal procedures are properly documented.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Develops a master schedule. Ensures the equitable distribution of workloads and extra assignments. Provides for classroom coverage during teacher absences.
- Prepares and distributes a school calendar. Observes established school hours.
- Oversees the scheduling and evaluation of school events and extracurricular activities.
- Works with the athletic director to improve the athletic program.
- Enforces applicable Ohio Revised Codes. Administers policies regarding age, immunization, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc. Oversees enrollment and withdrawal procedures.
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.
- Promotes the continuity of the instructional program. Provides insights about the progression of student skills and key contributions made by staff at each level.
- Oversees proficiency and alternative testing programs. Analyzes test results. Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.
- Encourages staff to develop and disseminate innovative program materials.
- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
- Supports a full range of educational options. Complies with state model policies and procedures for the education of students identified as having a disability.
- Participates in IAT, IEP, and parent meetings/conferences as requested.
- Communicates high expectations and shows an active interest in student progress.
- Ensures that services are provided in the least restrictive educational environment.

- Maintains high standards and upholds the student conduct code. Helps teachers and administrators with discipline and pupil management issues. Administers student discipline procedures (e.g., recommendations, hearings, appeals, etc.).
- Oversees the revision and distribution of student/parent and teacher handbooks.
- Implements procedures to protect school property and help ensure the health, safety, and well being of students, staff, and visitors.
- Provides staff supervision for student activities (e.g., bus arrivals/departures, parking lots, lunch periods, hall duty, extracurricular programs, etc.).
- Oversees procedures to ensure that all medicines are stored and dispensed safely.
- Supervises the provision of custodial services.
- Keeps emergency preparedness plans up-to-date (e.g., fire drills, tornado drills, safety procedures, etc.). Responds to building emergencies as requested.
- Maintains effective relationships with community services (e.g., law enforcement, health care facilities, child welfare services, etc.).
- Participates in staff selection and orientation processes.
- Expresses high expectations and monitors staff performance (e.g., observations, review of lesson plans, individual conferences, staff meetings, etc.). Provides opportunities for staff to develop new skills.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Supervises the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports evidence of suspected child abuse as required by law.
- Promotes and participates in PTA activities. Maintains visibility. Supports and participates in school and student activities as time permits.
- Builds community partnerships that enhance district programs and services.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

PIQUA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	SUPERVISOR OF STUDENT SERVICES & COMPLIANCE OFFICER	File 112
Reports to:	Superintendent	
Job Objectives:	Oversees the operations and development of student services. Serves as the district's compliance officer. Communicates procedural requirements to administrators, principals, and teachers. Provides staff leadership. Promotes an inclusive learning environment to meet the educational needs of all learners in their least restrictive educational environment. Maintains high standards and expectations. Keep the Superintendent informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">• Valid Ohio teacher's license appropriate for the assignment.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• Documentation of a clear criminal record.• Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Oversees the operation of student services and personnel, including Home Instruction, speech, hearing, vision, data analysis/identification, PT/OT, intervention models.• Communicates to personnel of State and Federal laws, policies and procedures as they pertain to the Individuals with Disabilities Act (IDEA), Section 504 and ensures compliance. Upholds Ohio Revised Codes.• Makes recommendations of training needs and works collaboratively with other directors to recruit trainers and support training programs.• Works collaboratively with the Director of Technology and Curriculum in the development of appropriate instructional programs.• Supports staffing, identifying resources and modes for individualized instruction and provides services in the least restrictive environment.• Oversees the completion of the following grants: Drug Free, Preschool, Special Education, and ensures accurate funding.• Analyzes staffing needs; recommend hiring, promotion or dismissal to the Assistant Superintendent of Human Resources. Analyzes delivery systems of student services to determine cost savings measures without reducing student outcomes.• Meets with building administration to assess needs, evaluate services, and make changes when necessary.• Meets with Assistant Superintendent, Director of Curriculum and Instruction and Director of Technology to determine programmatic changes and/or movements to new changes in services. Such examples are, but not limited to, alternative school, gifted educations, kindergarten services, technology/special needs technology, small schools, etc.• Responsible for review of delivery of services within the context of efficiency of costs.• Serves as special needs liaison for special interests groups, determining needs and delivery of services to special populations.• Fiscal management of student services budget and analyzes the cost effectiveness of the delivery.• Attends IEP/MFE meetings both in and out of the district when necessary.• Analyzes data related to student outcomes in Special Educations. Assists personnel in developing options for students needing specialized instruction.• Oversees and directs alternative testing of students in student services area.• Provides problem solving support at building level in planning implementation of IEPs and IAT teams.• Oversees Title III, Title IV programs.• Performs other specific job-related duties as directed.	

**Abilities
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory
Responsibility:**

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 10/26/06

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