

**POSITION NOTICE**  
**Assistant Principal/PBL Foundations Teacher 1.0 FTE**  
**March 21, 2019**

The Yellow Springs School District is accepting applications for the following position:

***Assistant Principal/PBL Foundations Teacher at  
McKinney Middle/Yellow Springs High School***

This position is for the 2019-2020 school year. Current BCI/FBI background checks are required for finalists.

Administrative licensure or the ability to obtain Administrative licensure by August 1, 2019, is required.

Application Requirements:

- A letter of interest
- A complete resume or curriculum vita that includes contact information, desired position, Ohio administrative licensure, relevant work experience, and education.
- Contact information for three to five professional references. Reference contacts should include current and former supervisors.
- A scanned [Signed Release Form](#).
- A scanned copy of current transcripts
- A scanned copy of current licenses:
  - Must have at least 2 years of teaching experience in grades 7-12 and 3 years overall.
  - Must have a 7-12 or 4-9 teaching license.
  - 7-12 Principal's license is preferred.
- A copy of the BCI/FBI background check
- Must have extensive experience teaching project based learning.
- Must be willing and available to work long days with late evenings, supervising student events.

Posting and application information online at [www.ysschools.org](http://www.ysschools.org)

Submit Application by email to: [jobs@ysschools.org](mailto:jobs@ysschools.org)

Contact number for questions is 937-767-7381.

Application Deadline:      April 11, 2019  
Beginning Date:              August 1, 2019

The Board reserves all legal rights to vacancies, including the right to fill by voluntary/involuntary transfer or newly-hired personnel, in accordance with negotiated procedures, and the right not to fill a posted vacancy.

Employment opportunities are offered without regard to age, race, color, religion, ancestry, national origin, citizenship status, gender, handicap, or status as a Vietnam era or special disabled veteran. Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Yellow Springs Board of Education at the above address.

**YELLOW SPRINGS SCHOOLS**  
**Assistant Principal/PBL Foundations Teacher 1.0 FTE**  
**McKinney Middle School/Yellow Springs High School**

I. Qualifications:

1. Belief that all students can learn at high levels
2. Bachelor of Arts degree or equivalent
3. Outstanding personal recommendations
4. Experience with social and cultural diversity and/or a strong commitment to work and grow in a diverse environment
5. Ability to work cooperatively with other staff members, parents, and community
6. Exceptional organizational and interpersonal skills and a spirit of innovation
7. At least 2 years of teaching experience in grades 7-12 and 3 years overall
8. 7-12 or 4-9 teaching license
9. 7-12 Principal's license is preferred
10. Extensive experience teaching project based learning
11. Willing and available to work long days with late evenings, supervising student events.

II. Evaluated by: Principal

III. Duties/Responsibilities:

- Demonstrates cognitive skills to gather, analyze and synthesize information to reach goals.
- Works with group dynamics to achieve consensus
- Enhances quality to total school organization
- Organizes and delegates to accomplish goals
- Communicates effectively
- Assumes responsibility for the school in the absence of the principal
- Assists in the provision of a school-wide discipline program
- Maintains high standards of student conduct and enforces discipline according to due process for the rights of students.
- Maintains school records in areas such as discipline and grades.
- Supervises the maintenance of accurate records on the progress and attendance of students and works with the appropriate authorities on attendance and drop-out prevention programs.
- Responsible for lunchroom and student activity supervision and creating and implementing duty schedules.
- Cover classes when needed
- Oversee master calendar including field trips, assemblies, test dates, concerts, play dates, athletics and other school related events.
- Working with the Principal in creating weekly agendas for McKinney and YSHS zero period schedules.
- Leading and participating in meetings, committees and organizations as determined by the principal.

Job Description: Assistant Principal/PBL Foundations Teacher

- Coordinating and planning, Graduation, Picture Day, Waiver Days, McKinney Project, New Student Meeting, Senior Citizens Day, Statewide Testing, and other building related events.
- Assisting with the oversight of Progress Book, Dress Code and monitoring of security system (alarm system and cameras).
- Administering and ensuring the achievement of district and building goals.
- Other duties as assigned by the principal

V. Terms of Employment: 208 Day Contract (92 teacher days, 108 administrative days + 8 paid administrative holidays)

VI. Classification: .5 FTE administrative, .5 FTE teacher