

**YELLOW SPRINGS SCHOOLS**  
**YSHS/McKinney Middle School Principal**  
**January 28, 2019**

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

**Yellow Springs High School/McKinney Middle School Principal**

This position is for the 2019-2020 school year.

Qualifications:

- At least 3 years of successful experience teaching in a 7-12 classroom
- At least 1 year of 7-12 principal or assistant principal experience within the last 10 years
- Current and valid State of Ohio Principal's License (7-12, 5-12)
- Experience in deeper learning and/or project based learning teaching or leadership
- Respect and appreciation for diversity
- Strong oral, written and interpersonal communication skills
- Ability, desire and experience fostering positive relationships with students and parents
- Ability to oversee all extracurricular activities

The preferred candidate can demonstrate experience and/or commitment to:

- Interdisciplinary teaching and learning
- Project and inquiry-based instruction and pedagogy

Application Requirements:

- A letter of interest
- Resume
- Contact information for three to five professional references. Reference contacts should include current and former supervisors.
- Principal's License (7-12, 5-12)
- Transcripts
- Signed Release of Information [form](#)
- Finalists will need to have current BCI/FBI background checks

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: Monday, Feb. 11, 2019

Beginning Date: Thursday, Aug. 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

### YSHS/McKinney Middle School Principal

- I. General Description: As the chief administrator of Yellow Springs High School/McKinney Middle School, it is essential to the effectiveness of the school and the education of the students that the principal take intelligent, ethical action to maintain a psychologically and physically safe learning environment in which each student is being provided an appropriate and sufficient opportunity to accomplish the goals of his/her educational program established by the board of education.
- II. Evaluated By: Superintendent
- III. Qualifications:
1. At least 3 years of successful experience teaching in a 7-12 classroom
  2. At least 1 year of 7-12 principal or assistant principal experience within the last 10 years
  3. Current and valid State of Ohio Principal's License (7-12, 5-12)
  4. Experience in deeper learning and/or project based learning teaching or leadership
  5. Respect and appreciation for diversity
  6. Strong oral, written and interpersonal communication skills
  7. Ability, desire and experience fostering positive relationships with students and parents
  8. Ability to oversee all extracurricular activities
- IV. Duties/Responsibilities:
- Instructional Leader and Developer of Staff:**
1. Define and communicate the mission and goals of the school, assign roles and tasks to members of the staff and explain the importance of accomplishing those tasks in terms of the mission of the school and the district.
  2. Evaluate staff objectively, fairly and openly and provide confidential and prompt follow-up conferences.
  3. Monitor curriculum revision, development and implementation on a regular basis.
  4. Provide leadership, reinforcement and encouragement to staff.
  5. Seek to foster high morale and cohesiveness among all staff.
  6. Practice good judgment, discretion and deliberation in interviewing and selecting staff for the school.
  7. Encourage staff to engage in professional development activities/programs.
- Guider of Students:**
8. Provide expectations for students in terms of learning and monitor how well

- students are meeting desired expectations.
9. Is responsive to student problems and moves quickly to develop and apply solutions and/or alternate solutions.
  10. Demonstrate appropriate sensitivity, patience and firmness in dealing with the school community.
  11. Foster and promote self-esteem and self-worth among all students.
  12. Provide for appropriate recognition of accomplishments and provide support for improvement efforts.
  13. Model the attitudes and behaviors expected of students.
  14. Provides supervision of all middle and high school extracurricular activities.

**Relationship with the Community:**

15. Seek to achieve community understanding of educational goals for the building and District and solicit support for such goals.
16. Conduct programs to inform and involve parents/guardians in school and student issues/concerns.
17. Establish collaborative working relationships with community leaders and others. Assume leadership roles in existing community activities which relate to the school, or when required, initiate new activities which will better serve the community and the school.
18. Is a good listener and responds to community/parent concerns.

**Manager of Resources:**

18. Prepare budgets that will provide for the resources needed to accomplish defined results at the desired level of quality.
19. Monitor expenditures to ensure that the approved school budget is not exceeded.
20. Allocate existing resources in accordance with planned use.

**Problem Solver:**

21. Determine which aspects of the school's programs are meeting expectations.
22. Establish priorities to fix, select, justify and recommend or execute the course of action that is appropriate in resolving concerns or issues.

**Relationship with Administrative Staff:**

23. Work effectively with the superintendent and fellow district administrators.
24. Inform the superintendent of problems/issues/concerns with staff, students, parents/guardians and/or community members in a timely manner.
25. Support all policies and decisions when meeting with the staff and community members.

**Miscellaneous:**

26. Responsible for the development of the school's master schedule.
27. Work with staff and the administrative team in planning, developing and implementing annual district/building goals.
28. Is the primary communicator and coordinator of the master schedule of athletic events, concerts, special events and other school related activities.
29. Participate actively in professional organizations.

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30. Completes all required disaster drills and engages staff and students in required “lock down” drills. Completes and submits related written reports in a timely manner.
  31. All other duties as assigned by the superintendent of schools.
- V. Terms of Employment: Administrative Employee, 223, salary as negotiated