

Position: Jr. High /High School Principal

Date: April 12, 2024

Subject: Position Posting

Deadline: Until filled

MINIMUM QUALIFICATIONS:

- Master's degree or higher from an accredited college or university.
- Minimum of five years teaching and/or administrative experience.
- Valid State of Ohio Principal's License, including certification as an OTES evaluator.
- Clear background checks as required by law
- Experience preferred

APPROXIMATE WORK HOURS OR DAYS:

- Certified 225 Day Administrative Contract and Benefits

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The junior/senior high school principal is responsible for overseeing almost thirty staff members in the secondary school, along with multiple extracurricular coaches, advisors, and volunteers, while also overseeing their growth and evaluating their performance
- Perform all assigned duties according to the policies, rules and regulations of the Walnut Township School Board of Education and the Ohio Department of Education and Workforce
- Outstanding communication, collaboration, planning, and organizational skills
- A demonstrated record of exemplary administrative/supervisory, or other relevant leadership experience
- Comprehensive knowledge of curriculum, standards-based education, instructional improvement strategies, and the use of data techniques toward improving student achievement
- A student-centered leader with a strong work ethic who fosters and sustains positive and productive relationships with all school stakeholders
- Interacts with staff, students and the community in a positive and respectful manner. Is willing to be visible and accessible at school and community events

HOW TO APPLY:

To be considered for the position of Principal of Millersport Junior/Senior High School, please submit the following information:

- 1) a detailed and compelling letter of interest summarizing qualifications, experiences, and reasons for interest in the position;
- 2) a current resume;
- 3) copies of all teaching/administrative licenses;
- 4) three current professional letters of reference

Contact: Kimberly Radulovich, Superintendent

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