



Mohawk Local School District
295 State Highway 231
Sycamore, Ohio 44882



ADMINISTRATIVE POSITION

DATE: June 18, 2021

POSITION: Grades 7-12 Assistant Principal/Director of Special Education; 214 Days/Yr.

CERTIFICATION: Current Ohio Principal License

QUALIFICATIONS:

- Master's degree (M.A.) or equivalent
- OPES, OSCES, and OTES Credentialed
- Successful classroom teaching experience
- Appropriate state of Ohio certification/license
- Prior assistant principal/principal experience preferred
- Such alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

GENERAL DUTIES:

The assistant principal/Director of Special Education is the instructional leader who aligns all of the educational resources and support services available in the delivery of high quality educational programs and services. Mohawk Local Schools is looking for an innovative instructional leader to guide the building to academic and social excellence.

SPECIFIC DUTIES:

- Ensure safety of students and staff
- Assist in the development and implementation of programs and plans to ensure the safety of students and staff
- Assist the building principal in the general administration of the school
- Administer the school in the absence of the principal
- Monitor and enforce rules concerning attendance
- Assist in the improvement and/or adjustment of the school program
- Assist in the evaluation of school staff
- Assist in the preparation and supervision of fire and tornado drills, and other emergency preparedness programs
- Attend, as required, special events, functions, and athletic events of the school
- Maintain a positive and effective rapport with staff, students, parents and community members
- Serve with parent, faculty, and student groups as requested
- Submit all reports and lists, as required, at the appropriate time
- Maintain a high standard for student conduct and control in accordance with the due process rights of students
- Assist with coordinating the development of the master teaching schedule
- Provide general supervision to students and supervise extracurricular activities
- Provide general supervision to all teachers, secretarial staff, custodial staff, teacher aides, and food service
- Make contacts with the public with tact and diplomacy



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- Maintain respect at all times for confidential information, e.g., student files, student IEP's, medical records, personnel files, documentation for legal proceedings
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Lead school improvement activities such as the Building Leadership Team
- Responsible for application, administration, and reporting required by federal programs, Title I, Title II and Title VI
- Seek ancillary funding for the district through grants and collaborative projects
- Assist in the formulation of a philosophy and objectives for the instructional and special education programs
- Keep abreast of developments in curriculum and furnish leadership in determining their appropriateness for inclusion in the district's educational program
- Maintain liaison and active participation with educational leaders in curriculum at the state, regional, and national levels
- Assist the Superintendent with budget development in areas of curriculum, materials, and special education services
- Provide teachers with counsel and assistance toward the solution of instructional problems
- Represent the district at local, state and regional activities/committees upon the request of the Superintendent
- Recommend policy as it relates to curriculum and special education
- Communicate with the public, the Board of Education and staff on curriculum, school improvement efforts and special education issues
- Evaluate curriculum implementation and special education services
- Assist in the reporting of testing, student, and curriculum information through EMIS
- Responsible for researching and determining grants applicable to the district's goals
- Participate on the Local Professional Development Committee and assist with the licensure of staff
- Coordinate curriculum activities and student services/placement outside the district with other schools and agencies
- Maintain accurate student services records
- Serve as the district's sexual harassment and discrimination investigative officer

SALARY: Based on Approved Salary Schedule

START DATE: August 1, 2021

APPLICATION DUE DATE: June 30, 2021

APPLICATION PROCEDURE: Letters of interest, resume, and related materials should be sent to:

Dr. Mark E. Burke Jr.
295 State Highway 231
Sycamore, Ohio 44882
mark.burke@mohawklocal.org