



ADMINISTRATIVE POSITION POSTING

TO: All Certificated Staff
FROM: Troy Roth, Superintendent
DATE: March 26, 2024
RE: Middle School Assistant Principal and Athletic Director

POSTING DATE: March 26, 2024
POSTING PERIOD: March 26, 2024 - April 8, 2024
APPLICATION DEADLINE April 8, 2024 at 3:00 p.m.
John Bollinger, Principal

Bellevue Middle School
1035 Castalia St.
Bellevue, Ohio 44811
john.bollinger@bellevueschools.org

POSITION: Bellevue Middle School Assistant Principal and Athletic Director, 219 Days

ANTICIPATED STARTING DATE: July 25, 2024

ESSENTIAL FUNCTIONS: See attached Job Description

ADDITIONAL QUALIFICATIONS/INFORMATION:

- All applicants must adhere to the following:
 - Bellevue City School District Board Policy
 - State and/or Federal guidelines/regulations
 - Ohio Department of Education regulations
 - Valid Ohio Administrative Certification in specified areas required
- Principal License Required
- Principal/Assistant Principal experience preferred
- Knowledge of Athletic Director job duties or experience preferred
- Vacancy shall be filled as determined by the Superintendent's judgment of applicant's qualifications
- The Superintendent reserves the right to determine whether or not to fill the vacancy
- All assignments will be made by the Superintendent pursuant to O.R.C. 3319.01
- No applicant will be considered without the following items submitted in writing:
 - 1. Written narrative letter of application specifying why position is desired
 - 2. Other information pertinent to job vacancy and completed job application on file
- Qualified internal candidates will be granted an interview as per negotiated agreement

The Bellevue City School District does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its education programs, activities, and employment practices.

CC: All Principals
All Buildings
Web Site

BELLEVUE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ASSISTANT PRINCIPAL**

File 117

Reports to: Building Principal

Job Objective: Serves as the assistant to the building principal, upholds the code of conduct and issues discipline when needed, assists in the management of the instructional and operational program of the school.

Minimum Qualifications:

- Valid state department of education license/certificate as determined at the time of appointment.
- Education administration, curriculum/instruction and school finance skills substantiated by training/work experience.
- Ability to influence the district's cultural environment, evaluate teacher effectiveness and implement improvements that help students benefit from the educational program.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Articulates a clear educational philosophy and sustainable implementation strategy.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Demonstrates leadership skills in developing/managing people.
- Demonstrates the ability to use technology equipment/systems associated with job functions.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits consistent, impartial and resourceful problem-solving skills. Interprets information accurately.

Evaluates options thoroughly. Develops reasonable solutions to resolve issues.

- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets mandated health screening requirements following a conditional offer of employment.
- Demonstrates behavioral management skills substantiated by training/work experience.

NOTE: Position requires successful completion of blood-borne pathogen/communicable disease child abuse/neglect training as a condition of employment.

Essential 1. Manages the effective delivery/advancement of the school program.

Functions:

- Actively participates as an administrative team member. Upholds board policies. Implements district guidelines/procedures. Ensures compliance with relevant local, state and federal laws.
- Serves as an adviser to the building principal. Attends/makes board meeting presentations.
- Contributes to the development of a comprehensive district-wide strategic plan.
- Implements organizational practices that encourage employee commitment to change initiatives.
- Assists in the development of the master schedule (e.g., staffing, courses, student services/activities, etc.).
- Assists with the recruitment, selection, placement and orientation/training of assigned staff.
- Provides staff leadership. Establishes an appropriate level of employee autonomy. Assumes responsibility for the results of duties delegated to staff. Evaluates employee performance.
- Helps staff understand/participate in collective goal and shared decision-making processes.
- Develops a work plan. Ensures all essential tasks are completed within required time-frames.
- Manages the revision/distribution of student-parent and teacher handbooks.
- Oversees enrollment/withdrawal procedures and the management of student records.
- Provides all students full access to educational opportunities. Articulates a shared vision of learning that supports continuous/measurable improvements in student achievement.
- Works with staff to develop high-quality standards-based curriculum guides/courses of study.
- Administers state-mandated testing programs. Maintains test security. Analyzes test results.
- Resolves problems that impede student learning. Helps staff use timely tangible assessment data to identify teaching techniques, interventions and aligned resources best suited for each student.
- Assists with pupil management and discipline. Participates in parent conferences/planning meetings as needed.
- Participates in collaborative planning of staff development/in-service training activities.
- Manages the board-approved budget for assigned responsibilities. Controls costs. requisitions equipment, supplies and services. Ensures that resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.
- Evaluates operational performance. Identifies short/long-range program needs/opportunities.
- Aligns annual budget/appropriation measure recommendations with district goals.
- Explores alternative funding and ways to strengthen/expand the use of community resources.
- Provides administrative direction to ensure orderly building activities (e.g., arrivals/departures, vehicle parking, use of interior/exterior common areas, etc.).
- Arranges for substitutes during staff absences as needed to maintain essential services.

Additional High School Assistant Principal Duties:

- Assists in overseeing the interscholastic athletic program and all student events. Attends student athletic and non-athletic events and actively participates in monitoring student and crowd behavior. Works with the staff to monitor student eligibility verification/medical records functions.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Provides leadership for the continuous advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.

- Sustains an effective and positive work/learning environment. Completes all assigned duties.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance expectations to stakeholders.
- Directs/chairs administrative meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.
- Works with staff to ensure that shared resources/facilities are used effectively.

4. Pursues opportunities to enhance professional performance.

- Keeps current with professional advances associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem.

Follows district protocol and state law when inappropriate behavior is encountered.

- Responds to emergencies. Serves as a liaison to emergency services (e.g., police, fire, etc.).

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bellevue City School District.

The Bellevue City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Revised: April 2018

BELLEVUE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: MIDDLE SCHOOL ATHLETIC DIRECTOR

File 103

Reports to: Middle School Principal

Job Objective: Directs the interscholastic middle school athletic program.

Minimum · Valid state department of education principal license/certificate.

Qualifications: · Athletic program leadership skills substantiated by training/work experience. Demonstrates a comprehensive knowledge of current interscholastic athletic program regulations.

- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Articulates a clear athletic program philosophy and sustainable implementation strategy.
 - Available to work irregular hours and/or a non-traditional schedule.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Demonstrates leadership skills in developing/managing people.
 - Demonstrates the ability to understand and influence the school district's dynamic political, social, economic, legal and cultural environment. Demonstrates budget management capabilities.
 - Demonstrates the ability to use technology equipment/systems associated with job functions.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits consistent, impartial and resourceful problem-solving skills. Interprets information accurately.
- Evaluates options thoroughly. Develops reasonable solutions to resolve issues.
- Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets mandated health screening requirements following a conditional offer of employment.
 - Position may require an Ohio School Van Driver Certificate and Pupil Activity Supervisor Permit and/or other additional credentials deemed appropriate at the time of appointment.

NOTE: Position requires successful completion of blood-borne pathogen/communicable disease child abuse/neglect training as a condition of employment.

Essential Functions: 1. **Manages the effective delivery/advancement of the athletic program. Provides direction, support and accountability to help students benefit from program participation.**

- Actively participates as an administrative team member. Upholds board policies. Implements district guidelines/procedures. Ensures compliance with relevant local, state and federal laws.
- Serves as an adviser to the superintendent and principal. Attends board meetings as requested.
- Contributes to the development of a comprehensive district-wide strategic plan.
- Implements organizational practices that encourage employee commitment to change initiatives.
- Recruits and maintains highly-qualified coaching staff based on credentials and experience.
- Secures game officials except those contracted by the league commissioner. Hires home game personnel (e.g., security, timers, score keepers, announcers, field staff, ticket sellers/takers, etc.).
- Provides staff leadership. Establishes an appropriate level of employee autonomy. Assumes responsibility for the results of duties delegated to staff. Evaluates employee performance.
- Develops a work plan. Ensures all essential tasks are completed within required time-frames.
- Reviews schedules/responsibilities with staff before the start of the season.
- Verifies/approves time sheets. (e.g., daily hours, authorized overtime, absences, etc.).
- Processes payment vouchers for game officials and athletic workers.
- Manages the revision/distribution of the athletic program handbook.
- Coordinates scheduling to ensure the efficient use of athletic facilities/equipment.
- Develops/distributes a contest/event calendar. Publicizes activities. Prepares game programs.
- Develops/implements a ticket sales policy. Oversees pregame ticket sales.
- Encourages student involvement in program activities. Helps manage medical records. Verifies scholastic eligibility. Promotes academic success as an important priority for all students.
- Ensures that all athletes receive appropriate instruction, support and opportunities to participate.
- Ensures that equipment is appropriate for participants' physical development and skill level.
- Promotes fair play. Demonstrates respect for rules, officials, visiting teams, and the public.
- Helps coaches deal with discipline issues. Prepares conduct reports/discipline recommendations.

- Arranges student transportation for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned responsibilities.
- Prepares game reports/attendance records. Reconciles, prepares and makes bank deposits. Prepares documentation for audits. Submits completed records to the district administrative office.

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- Organizes/participates in athletic recognition programs. Verifies participants have fulfilled all requirements for letters, awards and/or certificates.
- Provides administrative direction and oversight to protect/preserve program resources (e.g., buildings, grounds, equipment, etc.). Administers community use of athletic facilities.
- Plans/schedules athletic department staff development/in-service training activities.
- Represents the district at athletic league meetings as directed.
- Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures that resources are equitably apportioned and appropriate for the purposes/needs of the district. Upholds fiscal accountability standards.
- Provides direction and facilitates the work of the athletic boosters association.
- Evaluates operational performance. Identifies short/long-range program needs/opportunities.
- Aligns annual budget/appropriation measure recommendations with district goals.
- Explores alternative funding and ways to strengthen/expand the use of community resources.
- Maintains essential athletic program services during department staff absences.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Provides leadership for the continuous advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Sustains an effective and positive work/learning environment. Completes all assigned duties.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/performance expectations to stakeholders.
- Directs/chairs departmental meetings, standing committees, conferences, special projects, etc.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.
- Works with staff to ensure that shared resources/facilities are used effectively.

4. Pursues opportunities to enhance professional performance.

- Keeps current with professional advances associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem.
- Follows district protocol and state law when inappropriate behavior is encountered.
- Responds to emergencies. Serves as a liaison to emergency services (e.g., police, fire, etc.).

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.
- Assists the building principal and assistant principal with student discipline and other building administrative duties when needed.

Working Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.

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- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bellevue City School District.

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Revised: March, 2012