



East Liverpool City Schools

Home of the Potters

810 West 8th Street
E. Liverpool, OH 43920
Phone: 330.385.7132
Fax: 330.382.7673

ASSOCIATE PRINCIPAL Grades 7-12

East Liverpool Junior-Senior High School

Contract Length: 217 Days

Reports To: Principal

Supervises:

- Teachers assigned to the building
- Counselors assigned to the building
- Classified personnel assigned to the building
- Support staff
- Students

Position Summary

The Associate Principal plays a vital role in ensuring a **highly visible, engaged, and effective** leadership presence at East Liverpool Junior-Senior High School. This position requires **active involvement** throughout the school day, including time in classrooms, hallways, cafeterias, extracurricular activities, and all student-centered spaces. The Associate Principal supports academic programming, student discipline, operational management, and family-community engagement while assisting the principal in fostering a **safe, inclusive, and high-achieving** school environment.

Primary Responsibilities

Instructional Leadership & Academic Support

1. Maintain **daily visibility** in classrooms and hallways to support teachers, provide feedback, and ensure instructional excellence.
2. Collaborate with teachers to enhance instructional effectiveness through professional development, mentoring, and classroom observations.
3. Support data-driven decision-making by analyzing student performance metrics to improve academic outcomes.
4. Oversee intervention programs and ensure appropriate accommodations for students with special needs in coordination with special education staff.
5. Foster a culture of continuous improvement and high expectations for both staff and students.

Empowering our students to reach their fullest potential by forging innovative pathways to success.

Jonathan Ludwig, Superintendent

Anson Wiegand, Treasurer

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Student Behavior, Discipline & School Culture

6. Maintain a **strong physical presence** in common areas to proactively address student concerns and reinforce positive behaviors.
7. Develop, implement, and oversee student discipline policies that promote a **safe, respectful, and structured** school environment.
8. Mediate conflicts between students, staff, and parents, ensuring fair and constructive resolutions.
9. Promote **Positive Behavioral Interventions and Supports (PBIS)** strategies to reinforce student responsibility and engagement.
10. Lead efforts to improve student attendance, working closely with counselors and families to support at-risk students.

Operations & Administrative Leadership

11. Oversee daily school operations, including **building safety, student supervision, and emergency preparedness**.
12. Ensure **visible leadership before, during, and after school** to monitor arrival, dismissal, and school transitions.
13. Assist with hiring, evaluating, and supporting faculty and staff to maintain high professional standards.
14. Supervise student transportation, cafeteria operations, and hallway safety procedures.
15. Ensure compliance with district policies, state laws, and accreditation requirements.

Community & Stakeholder Engagement

16. Actively engage with students, parents, and staff to **build strong relationships and maintain open lines of communication**.
17. Serve as a liaison between students, parents, teachers, and community partners to foster a **positive school culture**.
18. **Regularly attend and participate in school events, athletic programs, and extracurricular activities** to strengthen school spirit.
19. Collaborate with local businesses, organizations, and postsecondary institutions to enhance student opportunities.

Other Duties as Assigned

20. Act as the **building administrator in the absence of the principal**.
21. Perform additional responsibilities as assigned by the principal or district leadership.

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Qualifications

- Valid **Ohio Administrative License** or equivalent.
 - Master's degree in **Educational Leadership or Administration**.
 - Minimum of **three years of successful teaching or administrative experience**.
 - Strong leadership, communication, and **conflict-resolution skills**.
 - Extensive knowledge of **secondary education curriculum, instructional best practices, and school improvement strategies**.
 - Experience in **student discipline, conflict mediation, and restorative practices preferred**.
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Application Information

Interested applicants can apply online at:

 [Submit Application Here](#)

Deadline: Applications will be accepted until the position is filled.

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