



Hopewell-Loudon Local School

Matthew P. White, Superintendent
Phone (419) 937-2216

Nick Bergman, Treasurer
Fax (419) 937-2516

Position Vacancy Announcement

Position: **K - 6 Principal**

Date of Posting: **May 29, 2026**

Deadline: **June 5, 2026**

Effective Start Date: **26-27 School Year**

Term of Contract: **224 Days**

Salary: **Commensurate with experience**

Job Summary

Hopewell-Loudon Local Schools, located in Seneca County between Tiffin and Fostoria, is currently accepting applications for a K - 6 Principal for the 2026-2027 school year. The successful candidate will be responsible for fostering a safe, inclusive, and high-achieving learning environment for approximately 400 students. We are looking for a leader who values tradition, demands excellence, and is committed to preparing our Chieftains for high school and beyond.

Essential Duties, Responsibilities, Leadership & Program Oversight

- **Instructional Leadership:** Drive continuous improvement in teaching and learning by observing staff, providing actionable feedback, and utilizing data to inform instruction.
- **Culture & Climate:** Oversee the "Chieftain Pride" PBIS model at the elementary level; ensure a disciplined yet supportive environment where students and staff feel valued.
- **Administrative Management:** Oversee daily building operations, including scheduling, budget management, and safety protocols.
- **Staff Development:** Lead Teacher Based Teams (TBT), Building Leadership Teams (BLT), and oversee the Ohio Teacher Evaluation System (OTES 2.0).
- **Community Engagement:** Act as a visible liaison between the school, parents, and the Bascom/Hopewell - Loudon community at school events
- **Compliance:** Work closely with the District Administrators to ensure all state testing and Special Education (IEP/504) mandates are met with fidelity.

181 North County Road 7
Box 400
Bascom, OH 44809

Collaboration & Communication

- Work collaboratively with district administrators, teachers, families, and outside agencies.
- Promote positive public relations through clear, professional communication.
- Facilitate meetings with families and stakeholders to resolve concerns and ensure student success.

Other Responsibilities

- Assist with budgeting and grant management related to elementary schools.
- Stay current on trends, laws, and best practices in elementary education
- Perform other duties as assigned by the Superintendent.

Qualifications

- **Licensure:** Valid Ohio Principal License (Grades PK - 6).
- **Experience:** Minimum of 3–5 years of successful classroom teaching experience; previous administrative experience is preferred.
- **OTES Certification:** Must be credentialed in OTES 2.0 (or able to obtain certification immediately).
- **Vision:** A proven track record of improving student achievement and implementing innovative elementary programming (STEM, CTE, etc.).

Preferred Qualifications

- Exceptional communication skills—both in person and via digital platforms.
- Strong conflict-resolution skills and the ability to handle student discipline with restorative and fair practices.
- Knowledge of Master Scheduling for an elementary setting.
- A "team-first" mentality and a willingness to collaborate with the Superintendent and Treasurer.

Contact: **Email is Preferred**

All Applicants should submit an H-L Certified Application, Cover Letter, Resume, Copy of Licenses, Copy of College Transcripts, and List of References to: brothrock@hlschool.net

Mr. Brian Rothrock, Administrator of Special Projects
Hopewell-Loudon Local Schools
181 North County Road 7
PO Box 400
Bascom, OH 44809
419-937-2216, ext. 1057

The Application is available at [Certified Application](#) or by viewing the QR Code below.



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