



9364 State Route 45, Lisbon, Ohio 44432
330.424.9561
www.CCCTC.k12.oh.us

NOTICE OF VACANCY

POSITION: HIGH SCHOOL PRINCIPAL/DISCIPLINE AND ATTENDANCE

SUMMARY:

The person employed in this position will serve as the principal of the Columbiana County Career and Technical Center eleventh and twelfth grade building with approximately 440 students and 35 staff members.

DUTIES AND PERFORMANCE EXPECTATIONS:

1. Facilitate on-going curriculum development and program review in cooperation with district goals and objectives, in conjunction with home school goals and objectives.
2. Maintain and enforce high discipline standards for students assigned to the building.
3. Understand and comply with all legal and program requirements associated with education of the handicapped.
4. Participate in the selection, supervision, and evaluation of all licensed/certificated and classified staff assigned to the building.
5. Participate and serve as CCCTC liaison to home school programs and activities.
6. Participate and serve as vocational school liaison to educational service center programs and activities.
7. Facilitate and participate in scheduled evening and extended-day activities that have a direct relationship with students, parents, and staff.
8. Assist in writing and distributing appropriate student, staff, and parent handbooks and other communications. Develop the school safety plan.
9. Assist in developing and building the master schedule, as well as student and staff scheduling.
10. Assist in developing and maintaining the building level budget, recommending for purchase of instructional materials and equipment necessary for operation of the building.
11. Design and implement student record systems that conform to local and state standards; a system reporting pupil progress or deficiency to parents, and orientation of new students.
12. Conduct a building inspection a.m. and p.m. each day, reporting any and all problems to the Career Technical Director and Buildings and Grounds Supervisor.
13. Develop and enforce a student attendance policy.
14. Be responsible for overall attendance and unexcused tardy records for all students.
15. Mediate disputes between parents-teachers-other staff-and students.
16. Maintain a program of student control at all school activities.
17. Be present at and supervise co-curricular and extracurricular activities.
18. Assist in implementation of long range plans as assigned by the Career Technical Director.
19. Facilitate an effective and efficient senior awards program which exhibits dignity and decorum.
20. Hold and maintain valid certification/licensure for the position.
21. Support student social and emotional learning.
22. Facilitate and manage Career and Technical Student Organization competitions and budget
23. Perform other professional duties and responsibilities as assigned.

QUALIFICATIONS:

1. Masters or advanced degree in Education Administration.
2. Valid Ohio Secondary Principal Certificate/License.
3. Experience as a junior high or high school teacher.
4. Experience as a secondary principal or assistant principal is preferred but all applicants will be considered.
5. Ability to work with young people and provide a positive influence on their educational experience.
6. Ability to work cooperatively with local district staff, community, parents, and students.
7. A willingness to engage in voluntary professional development activities.
8. High personal and professional standards.

CONDITIONS OF EMPLOYMENT:

1. Effective Date: To be determined
2. Work days: 250 days limited administrative contract
2. Salary and Fringe Benefits: Based on experience and training

PROCEDURE:

If interested, make an application to Jeremy Corbisello, Assistant Superintendent, Columbiana County Vocational School District, 9364 State Route 45, Lisbon, Ohio 44432. Phone 330-424-9561, extension 113.

The Columbiana County Vocational School District is an EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION. Employment and educational opportunities are offered without regard to race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Columbiana County Career Center is in compliance with TITLE VI, TITLE IX, and SECTION 504. The coordinator, Curt Kaiser, has offices located at the Columbiana County Career Center, 9364 State Route 45, Lisbon, OH 44432, telephone (330) 424-9561 extension 117.

POSTED: February 26, 2024

DEADLINE TO APPLY: Until Filled