JOB DESCRIPTION
PRESCHOOL PRINCIPAL

Title: Preschool Principal

Reports To: Supervisor of Special Education and Pupil Personnel

Employment Status: Full Time (209 days)

FLSA Status: Exempt

Qualifications:

1. Must have and maintain:
   a. A valid State of Ohio Principal's Certificate/License PK-6; or
   b. A valid Administrative License and completed at least four courses in child development/early childhood education from an accredited college/university/technical college; or
   c. A valid Lead Teacher License and completed at least four courses in child development/early childhood education from an accredited college/university/technical college
2. Must complete Hepatitis B vaccination series or sign a waiver
3. Must obtain and maintain Child Abuse Awareness training within the first two years of employment
4. Must obtain a Employee Medical Statement by a licensed physician not more than 30 days prior to employment
5. Must obtain and maintain all State and Federal required certifications and training
6. Must meet the legal requirements relative to a criminal background check

General Description:

Preschool principal is responsible for facilitating learning and teaching in an integrated, inclusive preschool program.

Essential Functions:

1. Ensure that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to the following:
   a. requiring immunizations and compliance with emergency medical authorization
   b. providing procedures for emergency situations, including fire drills, rapid dismissals, tornado drills, and school safety drills
   c. posting emergency procedures in preschool rooms and making them available to school personnel, children, and parents and provide training and practice in carrying out procedures
   d. posting emergency numbers by each telephone
   e. supervising grounds, play areas, and other facilities when scheduled for use by children
   f. providing first-aid facilities and materials
2. Maintain cumulative records

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PRESCHOOL PRINCIPAL (continued)

3. Supervise each child's admission, placement, and withdrawal according to established procedures
4. Prepare a roster of children enrolled annually
5. Ensure that clerical and custodial services are assigned for the program
6. Supervise the instructional program and daily operation of the program
7. Supervise and evaluate preschool staff members according to a planned sequence of observations and evaluation conferences, and supervise nonteaching employees
8. Serve as district representative at ETR and IEP meetings
9. Handle emergencies and injuries in a safe and professional matter
10. Perform administrative tasks including conducting staff meetings and writing newsletters
11. Ensure preschool staff member/child ratio maintained at all times
12. Develop preschool budget and maintain fiscal responsibility of preschool budget according to district guidelines
13. Perform other duties as assigned
14. Abide by all Xenia Community School District policies

Educational Leader:

1. The principal shall serve as the educational leader for the professional and classified staff in the building unit and cooperate with the Superintendent and/or his/her designee, staff, and community in determining the goals and objective for the schools.
2. Plan and work with the Superintendent and/or his/her designee in the organization, administration, and evaluation of all aspects of the educational program.
3. Cooperate with the Superintendent and/or his/her designee in the selection and evaluation of all staff personnel.
4. Work with teachers and pupils in developing a common understanding of disciplinary procedures and expected behavior in the framework of Board policy as well as explaining and interpreting procedures to handle all emergencies arising in the building unit.
5. Strive to develop and maintain a system of records that will indicate pupil progress in relation to selected goals and objective of the school system.
6. The principal shall encourage parental participation in the educational process and the activities of the school building.
7. Plan and work with the Superintendent in the development of a coordinated public relations program designed to keep the public informed about all areas of the school program.
8. The principal shall cooperate with the Superintendent and/or his/her designee in determining the needs for building construction, educational planning, and selection of equipment for said units; cooperate with the parent advisory council and all school affiliated groups and interpret to organized groups and the general public the school policy as it relates to their activities and the total school program.
9. The principal shall try to determine educational factors that influence the school.

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PRESCHOOL PRINCIPAL (continued)

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as responsible citizens.
2. Conduct other duties as delegated by the Superintendent and Director of Special Education and Pupil Personnel

ADDITIONAL WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment.
3. Duties may require operating and/or riding in a vehicle.
4. Duties require traveling to meetings and work assignments.
5. Duties may require working under time constraints to meet deadlines.
6. Potential for exposure to adverse weather conditions and temperature extremes.
7. Potential to exposure to blood-borne pathogens and communicable diseases.
8. Potential for adverse contact with aggressive, disruptive, and/or unruly individuals.
9. May require visiting children's homes with poor environmental conditions.

The Xenia Community School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variable, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Adopted: May 11, 2015