NEW AUG 0 4 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Principal	69636C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** County, Univ.

FUNCTION: Under general direction from institution superintendent, plans, directs & supervises educational programs; supervises teaching & administrative staff in the administration of educational programs & policies;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	35-45	Plans & directs development of school curriculum, program objectives & extra curricular activities; establishes school policies & procedures; plans & conducts school meetings; participates in interdepartmental meetings with other state agencies regarding school administration & objectives; supervises federal grant participation.	Knowledge of (1) management, (2) supervision, (3) school administration, (4) sound educational principles & practices, (5) public relations; (6) plan school curriculum, (7) establish friendly atmosphere as principal of school, (8) make presentations before specialized groups.
2 (1038)	33-43	Supervises assignment, evaluation & training of teaching staff; hires or recommends hiring of staff; conducts staff meetings & conferences; counsels staff; supervises practicum students & peripheral services staff.	Knowledge of 1, 2, 3, 4, (9) counseling, (10) employee training & development; ability to 7, (11) deal with large number of variables & determine specific course of action.
3	15-25	Directs class scheduling, student testing, student enrollment & student release; establishes policies & procedures regarding safety, security control & health of students; counsels students if necessary & conducts diagnostic meetings.	Knowledge of 1, 3, 4, 9, (12) safety practices; ability to 7, (13) develop good rapport with inmates, patients, students.
4	12-22	Directs record keeping operations, supervises reporting procedures; prepares reports; plans & submits budget for approval; directs visitor reception; approves requisitioning of supplies & equipment.	Knowledge of 1, 2, 3, 4, (14) budgeting; ability to 11.

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: Occasionally exposed to dangerous patients, inmates, students.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in supervision/management (or 6 mos. exp.); 3 courses in public relations (or 3 mos. exp.); 3 courses in employee training & development (or 3 mos. exp.); 1 course in safety practices (or 1 mo. exp.); 1 course in budgeting (or 1 mo. exp.); or equivalent. Appropriate type of Supervisory/Administrative Certification, as required & issued by Department of Education, unless certification deferred by Department of Education to other certifying body.

FORM ADM-4134

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