REVISED: _____

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Principal	CODE: 03102
	MAJOR AGENCIES: County Boards of Mental Retardation & Developmental Disabilities only	JURISDICTION: County

FUNCTION: Under administrative direction from superintendent or department director, plans, directs & supervises teaching, non-teaching & support staff in administration of educational policies & programs at one or more facilities;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Plans & administers school programs (e.g., coordinates development, monitoring & evaluation of curriculum program; provides leadership for monitoring school health & safety services; plans for all staffings & placements; plans & implements staff development activities & other school related activities on & off campus; develops, implements & monitors school policies & procedures; plans, implements & monitors school budget; monitors over-all education program & related services; oversees &/or carries out scheduling; monitors attendance; monitors or renders discipline; monitors or handles grievances) & supervises teaching, teaching support & non-teaching support at one or more facilities.	Knowledge of (1) education, public or social agency administration, (2) curriculum/habilitation programming, (3) school, public or administrative law, (4) school or public finance, (5) supervision of instruction/principles of supervision, (6) psychological foundations, (7) research or evaluation, (8) principles of personnel management, (9) school/community relations, (10) social & philosophical foundations, (11) educational facilities or plant management; ability to (12) deal with many variables & determine specific course of action, (13) establish friendly atmosphere as principal. (*) Developed after employment.

UNUSUAL WORKING CONDITIONS: May be exposed to communicable diseases, blood-borne pathogens & bodily injury.	**MINIMUM CLASS REQUIREMENT (including license, if any.):** Must have Principal License issued by Ohio Department of Education pursuant to Ohio Administrative Code 3301-24-05(F)(1).

Revised: FEB 08 2012

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2		Directs collection, compilation, accessibility & confidentiality of student records; directs assignment & transfer of students; monitors appropriate student disciplinary actions; entertains & responds to complaints & problem issues/matters.	Knowledge of 1, 2, 3, 5, 6, 7, 8, 9, 10; ability to 12, (14) handle routine & sensitive inquiries from & contacts with staff, students, departmental representatives, parents & public.
3		Attends &/or chairs various meetings, conferences &/or seminars involving parents &/or staff; insures tours of facilities; participates in department management meetings to articulate program needs.	Knowledge of 1, 2, 2, 4, 5, 6, 7, 8, 9, 10, 11; ability to 14.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENT (including license, if any.):