The purpose of the educational supervisory/administrative occupation is to develop & implement academic & vocational education programs to meet the needs of youths, inmates, residents or consumers housed in one or more assigned state facility & to supervise assigned educational personnel.

CLASS TITLE: Teaching Supervisor 2  
CLASS NUMBER: 69632  
EFFECTIVE DATE: 02/18/2018  
CLASS CONCEPT: The supervisory level class works under general direction & requires thorough knowledge of developmental & learning theory, vocational & academic processes & techniques, supervision theory & practice & curriculum design in order to direct, develop & implement goals, objectives & curriculum for all aspects of vocational & academic department for assigned institution & to supervise subordinate teaching personnel.

CLASS TITLE: Assistant Principal  
CLASS NUMBER: 69634  
EFFECTIVE DATE: 03/07/2004  
CLASS CONCEPT: The first managerial level class works under administrative direction & requires extensive knowledge of developmental & learning theory, supervision/administrative theory & practice, curriculum design & evaluation, school finance & economics, staff personnel services, school law & policy planning in order to assist in the overall management of the assigned institution's educational programs & to assist in supervising faculty personnel.

CLASS TITLE: Principal  
CLASS NUMBER: 69636  
EFFECTIVE DATE: 03/07/2004  
CLASS CONCEPT: The second managerial level class works under administrative direction & requires extensive knowledge of developmental & learning theory, administrative theory & practice, curriculum design & evaluation, school finance & economics, staff personnel services, school law & policy planning in order to plan, direct, develop & monitor entire school program for assigned institution & to supervise all subordinate faculty personnel, or plan & direct development, functioning, staffing & budgeting of all educational programs & activities of 2-5 adult correctional institutions in assigned region & supervise assigned teaching supervisory personnel.
CLASS TITLE: Teaching Supervisor 2
CLASS NUMBER: 69632
BARGAINING UNIT: EX

EFFECTIVE DATE: 02/18/2018

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)
Directs, develops & implements goals, objectives & curriculum for all aspects of vocational &/or academic department for assigned institution (e.g., directs & monitors class scheduling; recommends changes to administrative policy; writes grants for educational programs; coordinates educational or vocational activity with other agencies; interviews prospective teaching personnel; establishes vocational or academic policies & procedures in keeping with requirements set by Department of Education &/or federal court order; reviews & orders necessary institutional materials, equipment & supplies; conducts staff meetings & classroom visitations; supervises & maintains school records as mandated by state & federal law) & supervises & evaluates assigned teaching personnel.

Counsels students with vocational academic & behavior problems; disciplines students; administers college entrance examinations; confers with parents on student progress; attends professional clinics & various meetings.

MAJOR WORKER CHARACTERISTICS:
Knowledge of developmental & learning theory; vocational &/or academic processes & techniques; supervisory theory & practice; curriculum design; counseling; budgeting*. Ability to deal with large number of variables & determine specific course of action; develop meaningful, accurate & concise records & reports; plan & evaluate curriculum to meet needs of student population; handle sensitive contacts with & inquiries from faculty, other governmental personnel & public & establish good rapport with students.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
For all departments except Department of Rehabilitation & Correction, requires current appropriate type of Supervisory/Administrative Certificate as required & issued by the Ohio Department of Education; 12 mos. exp. in supervisory or administrative capacity in academic or vocational education program.

For Department of Rehabilitation & Correction, requires current Elementary or Secondary Teacher Certificate, issued by Ohio Department of Education; 12 mos. work exp. in adult correctional facility.

-Or current Secondary Vocational Teacher Certificate, issued by Ohio Department of Education; 12 mos. work exp. in adult correctional facility.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Provisional certificate must be renewed in accordance to Section 3301-23-22 of the Ohio Administrative Code.

UNUSUAL WORKING CONDITIONS:
May be exposed to potentially dangerous inmates, consumers or students or erratic behavior of residents.
EFFECTIVE DATE: 03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)
Assists principal or education administrator in overall management of assigned institution's education programs (e.g., assists in developing & monitors curriculum of instructors; assists in formulation of policy; creates & implements special programs; assists in budget preparation & grant application; develops procedures for or oversees enrollment, scheduling, record keeping & preparation of transcripts; reviews & evaluates performance of teaching personnel), monitors daily school activities, supervises assigned educational personnel & support personnel (e.g., teachers, teaching supervisors, guidance counselor, clerical/secretarial staff, teacher aides) & assumes responsibilities of principal in his/her absence when assigned.

Assists in maintaining security & discipline; provides custody/security instructions for instructors; acts as liaison with outside & educational facilities; provides career & educational advice & guidance to inmates; gives speeches to outside groups; serves on committees; counsels students with behavior problems; investigates staff &/or student conflicts & recommends or takes appropriate action; oversees orientation of new staff &/or inmates.

MAJOR WORKER CHARACTERISTICS:
Knowledge of developmental & learning theory; supervision/administrative theory & practice; curriculum design & evaluation; school finance & economics; staff personnel services; school law; policy planning. Ability to deal with large number of variables & determine specific course of action; develop meaningful, accurate & concise reports & records; plan & evaluate curriculum to meet needs of student population; handle sensitive contacts with & inquiries from faculty, other governmental personnel & public & establish good rapport with students.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Current appropriate type of Supervisory/Administrative Certificate as required & issued by the Ohio Department of Education.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:
Provisional certificate must be renewed in accordance with Section 3301-23-22 of the Ohio Administrative Code.

UNUSUAL WORKING CONDITIONS:
May be exposed to potentially dangerous inmates, students or consumers or erratic behavior of residents.
**CLASS TITLE:** Principal

**CLASS NUMBER:** 69636

**BARGAINING UNIT:** EX

**EFFECTIVE DATE:**
03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, directs, develops & monitors entire school program for assigned institution (e.g., establishes school policies & procedures in accordance with institution, agency & Department of Education rules & regulations; coordinates curriculum planning & scheduling of programs; evaluates performance of professional staff; recruits & recommends hiring of all educational personnel; conducts staff meetings; provides motivation, guidance & counseling to staff; assists in negotiating personal service contracts; develops & oversees procedures for student control, testing, guidance & scheduling; oversees application for & operation of federal grants; oversees student record keeping, reports & procedures; certifies student promotions & graduation); or plans & directs development, functioning, staffing & budgeting of all educational programs & activities of 2-5 adult correctional institutions in assigned region to ensure compliance with state & federal guidelines & standards & supervises assigned teaching supervisory personnel.

Maintains statistical data & prepares reports, grant applications & budgets; acts as spokesperson for institution concerning educational matters; oversees ordering of equipment & supplies; attends meetings & conferences; serves on committees; plans & conducts in-service training for faculty; oversees school facilities & recommends repairs &/or improvements; investigates staff &/or student conflicts & takes corrective action; oversees fire & disaster drills; participates & provides guidance in all audits & reviews which affect educational programs.

**MAJOR WORKER CHARACTERISTICS:**
Knowledge of developmental & learning theory; supervision/administrative theory & practice; curriculum design & evaluation; school finance & economics; staff personnel services; school law; policy planning. Ability to deal with large number of variables & determine specific course of action; develop meaningful, accurate & concise reports & records; plan & evaluate curriculum to meet needs of student population; handle sensitive contacts with & inquiries from faculty, other governmental personnel & public & establish good rapport with students.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**
Current appropriate type of Supervisory/Administrative Certificate as required & issued by the Ohio Department of Education; 2 yrs. exp. in supervisory or administrative capacity in academic or vocational education program. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver’s license.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**
Provisional certificate must be renewed in accordance to Section 3301-23-22 of the Ohio Administrative Code.

**UNUSUAL WORKING CONDITIONS:**
May be exposed to potentially dangerous inmates, students or consumers or erratic behavior of residents.