

Tecumseh Local Schools

The Tecumseh Local School District seeks a principal for New Carlisle Elementary School (NCES). NCES is a 4-5 facility with an enrollment of 449. NCES is a beautiful building that opened in 2007. The staff is outstanding, the students are friendly and high achieving, and parents/guardians are active and supportive. **Experience as an elementary principal or assistant elementary principal is preferred.**

The successful candidate will...

- be a proven instructional leader.
- possess excellent oral, written and interpersonal communication skills.
- be able to use data to make well-informed decisions.
- be a student advocate.
- communicate regularly and promptly with all constituencies.
- be a “team player” and be willing to assist his/her administrative colleagues when necessary.
- be a person of high integrity and honesty.
- be a positive person who possesses a good sense of humor.
- have a collaborative and collegial administrative style.
- be proactive and possess excellent organizational skills.
- be a sound fiscal manager.
- be knowledgeable of and have experience with the implementation of successful instruction and intervention strategies for students with special needs.
- have experience with the RTI/ETR/IEP process and related policies and procedures.
- begin on 8-1-17 or as arranged.

Salary Range: \$77,519 - \$88,714

Application Deadline: June 5, 2017 or until filled

Required Application 1. Letter of interest;

Materials:

2. Current Resume;
3. List of Professional References, including email address, home, work, and cell phone numbers and relationship of the person to you;
4. Credentials/Placement file (if you have one);
5. Complete set of transcripts (a copy is sufficient);
6. Copy of Valid Ohio (or other state) principal’s license/certificate;
7. Completed district application form;
8. Question responses;
9. A minimum of **three (3)** confidential reference forms (give the forms to three people who know your work history very well and have each person return the form directly to Norm Glismann);
10. Signed criminal history check authorization form; and

11. Signed release of employment information authorization form.

Each item listed above is important in establishing a complete file on all applicants, and only applicants with complete files will be considered for interviews.

Please mail or deliver all materials listed above to...

Norm Glismann, Superintendent
Tecumseh Local Schools
9760 W. National Rd.
New Carlisle, OH 45344
Phone: (937) 845-3576 Ext. 1954

Norm.Glismann@tecumsehlocal.org

TECUMSEH LOCAL SCHOOL DISTRICT

9760 W. National Rd.
New Carlisle, OH 45344

Norm Glismann
Superintendent

ADMINISTRATIVE APPLICATION

Date: _____ Social Security Number: _____

Name: _____
Last First MI Maiden

Present Address: _____
Street/Road Apt. No./PO Box City/State/Zip

Telephone: _____
(Home) (Work)

(Cell Number) (E-Mail Address)

Permanent Address: _____
Street/Road Apt. No./PO Box City/State/Zip

Telephone: _____
(Home) (Work)

(Cell Number) (E-Mail Address)

Present Position _____

District Student Enrollment _____ District Annual Budget _____ Salary During Current School Year _____

EDUCATION:

Highest Degree Earned: _____ Institution _____

	<u>Dates Attended</u>	<u>Name and Location of Institution</u>	<u>Year of Graduation</u>	<u>Diploma or Degree Received</u>
College or University	_____	_____	_____	_____
College or University	_____	_____	_____	_____
College or University	_____	_____	_____	_____
College or University	_____	_____	_____	_____

High School _____

SUMMARY OF EXPERIENCE

List all teaching and administrative experience, beginning with the most recent first. If necessary, please add additional sheets of paper.

Institution & Location	Position	From / To	Years	Enrollment	Final Salary

PROFESSIONAL REFERENCES

On a separate sheet please list a minimum of three (3) Professional References, including email address, home, work, and cell phone numbers and relationship of the person to you.

Have you ever been dismissed, discharged or asked to resign from a position?

Yes _____ No _____

If you answered "Yes", please explain: _____

RELEASE OF EMPLOYMENT INFORMATION AUTHORIZATION

- I certify that all the information I have provided in this application is true, complete and accurate in all respects.
- I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (a) cancel further consideration of this application; (b) rescind an offer that has been made; or if I am employed, (c) immediately discharge me from continued employment, regardless of when the discovery is made and regardless of my work performance.
- I hereby authorize this Employer to verify the accuracy of the information contained in this application.
- I understand that this application remains current for only thirty (30) days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and complete a new application.
- I understand and agree that, if I am hired, my employment will be for no definite period of time and that I am free to resign at any time, with or without cause and with or without prior notice and that the employer reserves the same right to terminate my employment at any time, with or without cause or with or without prior notice, except as may be required by law. This application is not an agreement or contract for employment for any specific period or definite duration or particular position. I understand that no supervisor or representative of the employer is authorized to make any oral assurances to the contrary and that no implied, oral or written agreement otherwise is valid unless in writing and signed by the superintendent of schools.
- I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form and present photo identification.
- I understand that this Employer may conduct a background investigation of me and I agree that this Employer may do so with the understanding that, if I am permitted to begin work before the background investigation is complete, my continued employment is conditional upon completion of the background investigation to this Employer's satisfaction. I authorize and direct any and all persons with knowledge or information concerning me or my background, including (but not limited to) former employees listed on this application, consumer credit reporting agencies, information service bureaus and law enforcement agencies to provide all such information to the employer and I hereby release the employer and all persons contacted by the employer from any and all liability for releasing such information.

Signature of Applicant

Date

Applicant's Name Printed

PLEASE RETURN TO:

MR. NORM GLISMANN, SUPERINTENDENT
TECUMSEH LOCAL SCHOOL DISTRICT
9760 W. National Rd.
New Carlisle, OH 45344

AN EQUAL OPPORTUNITY EMPLOYER



Tecumseh Local School District
9760 W. National Rd.
New Carlisle, OH 45344

SUPPLEMENT TO EMPLOYMENT APPLICATION

(To be completed by all job applicants)

Pursuant to Section 3319.39 and 109.57 of the Revised Code, Tecumseh Local School District does initiate an investigation by the Superintendent of the Bureau of Criminal Identification and Investigation of the State of Ohio (hereafter, C.I.) for all new employees to verify that no person has been convicted or pleaded guilty to certain criminal offenses.

If you have been convicted of, or plead guilty to, or you are currently charged with any felony, any violation of Sections 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2903.13, 2903.16, 2903.21, 2903.34, 2905.02, 2905.04, 2905.05, 2907.02, 2907.03, 2907.04, 2907.05, 2907.06, 2907.07, 2907.08, 2907.32, 2907.321, 2907.322, 2907.323, 2911.01, 2911.02, 2911.11, 2923.161, 2925.02, 2925.03, or 3716.11 of the Revised Code, any comparable statute or ordinance of any other state or municipality or any offense of violence, theft offense (as defined in R.C. 2913.01), drug abuse offense (as defined in R.C. 2925.01), which is not a minor misdemeanor, or any misdemeanor sex offenses you may be disqualified from employment.

The District is prohibited from inquiring about prior criminal convictions of any applicant on an application form. However, certain employees of the District must undergo a criminal background check as a condition of employment. An employee who has been convicted of, or plead guilty to, one or more of the disqualifying offenses enumerated in the Ohio Revised Code may be deemed ineligible to work in the District.

By signing below, understand and agree that, pursuant to the law,

- A. the Board of Education must request a criminal history check on me from the Bureau of Criminal Intelligence and Investigation and possibly from the Federal Bureau of Investigation;
- B. until that report is received and reviewed by the District, I am regarded as a conditional employee;
and
- C. I may be deemed ineligible to work from the District based on the results of my background check and immediately released from employment as a result.

My signature indicates that I hereby authorize such a records check.

Date

Signature

2903.01	Aggravated Murder	2907.32	Pandering obscenity
2903.02	Murder	2907.321	Pandering obscenity involving a minor
2903.03	Voluntary manslaughter	2907.322	Pandering sexually oriented material or performance
2903.04	Involuntary manslaughter	2907.323	Illegal use of minor in nudity oriented material or performance
2903.11	Felonious assault	2911.02	Aggravated robbery
2903.12	Aggravated assault	2911.02	Robbery
2903.13	Assault	2911.11	Aggravated burglary
2903.16	Failing to provide for a functionally impaired person	2919.12	Unlawful abortion
2903.21	Aggravated menacing	2919.22	Endangering children
2903.34	Patient abuse; neglect	2919.24	Contributing to unruliness or delinquency of child
2905.01	Kidnapping	2919.25	Domestic violence
2905.02	Abduction	2923.12	Carrying concealed weapons
2905.04	Child stealing	2923.13	Having weapons while under disability
2905.05	Child enticement	2923.161	Improperly discharging a firearm at or into a habitation or school
2907.02	Rape	2925.02	Corrupting another with drugs
2907.03	Sexual battery	2925.03	Trafficking in drugs
2907.04	Corruption of minor	3716.11	Placing harmful objects or substances in food
2907.05	Gross sexual imposition		
2907.06	Sexual imposition		
2907.07	Importuning		
2907.08	Voyeurism		
2907.31	Disseminating matter harmful to juveniles		

**TECUMSEH LOCAL SCHOOLS
Confidential Reference Form**

_____ has applied for an administrative position in our district.

Please help us by responding to the following questions:

How long have you known the applicant? _____

In what context do you know the applicant? _____

Please place one of these ratings in each box below:

5 = Excellent
2 = Average

4 = Outstanding
1 = Below Average

3 = Above Average
NA = Not Known

How would you rate the applicant on.....

	Knowledge of School Finance		Integrity
	Common Sense		Community Involvement
	People Skills		Communication Skills
	Supervision/Evaluation Skills		Professional Competence
	Planning/Organizational Skills		Follow Through
	Leadership Skills		Goal Setting
	Sense of Humor		Creativity
	Enthusiasm		Problem Solving Skills
	Instructional Leader		Decision Making Skills
	Public Relations		Flexibility/Patience
	Writing Skills		Oral Communication Skills

Please use this space or the other side of the paper to add any additional information that would be helpful to us.

Printed Name _____

Title _____

District _____

Date _____

E-Mail Address _____

Telephone _____

Please return this form DIRECTLY to:
NORM GLISMANN, Superintendent
Tecumseh Local School District
9760 W. National Rd.
New Carlisle, OH 45344
Email: Norm.Glismann@tecumsehlocal.org

Tecumseh Local Schools

Please respond to these questions/statements on a separate sheet of paper.

1. Share your opinion of education as a profession, your personal interests and your ambitions.
2. What unique contributions do you feel you could make to the Tecumseh Local Schools?
3. What characteristics do you believe make an outstanding teacher? How do you identify those characteristics in the hiring process?
4. Provide specific examples of how you would develop a team in New Carlisle Elementary School.
5. List the talents and skills that you possess that would make you a successful principal.

TECUMSEH LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **PRINCIPAL** **File 109**

Reports to: Superintendent

Job Objective: Administers the planning, delivery, assessment, and ongoing improvement of the school program.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Successful teaching and administrative experience.
 - Effective organizational, planning, and project management skills.
 - Ability to identify, evaluate, and implement program options, auxiliary services, and curricular materials that support the diverse learning needs of students.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serves as the school's head administrator and instructional leader. Articulates a clear philosophy and shared vision of learning.
- Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district.
- Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.
- Monitors community demographics, resources, and emerging trends. Helps mobilize the community to maintain a strong commitment of support for the school district.
- Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.
- Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
- Encourages program innovations. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
- Participates in staff selection and orientation processes. Expresses high expectations and monitors staff performance (e.g., observations, consultations, meetings, etc.).
- Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assists with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
- Administers the instructional program. Promotes academic excellence in a nurturing environment. Develops curriculum guides and courses of study. Manages the planning process to select textbooks and instructional materials.
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines. Promotes the continuity of the instructional program.
- Develops a master schedule. Ensures the equitable distribution of workloads. Ensures that classrooms are covered during teacher absences.
- Administers the athletic program. Coordinates district representation at athletic league meetings. Oversees student eligibility verification and medical records functions. *Secondary Assignments*
- Administers the development of program schedules (e.g., courses, auxiliary services, student activities, etc.). Coordinates program assessment processes.
- Oversees enrollment and withdrawal procedures. Administers policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
- Oversees student testing programs. Analyzes test results. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.

- Complies with state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
- Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
- Provides guidance, communicates expectations, and shows an active interest in student progress.
- Helps staff resolve problems that impede student participation in appropriate learning activities.
- Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares student conduct reports/discipline recommendations.
- Ensures that students are appropriately supervised (e.g., arrivals/departures, parking lots, lunch periods, changing classes, extracurricular programs, etc.).
- Oversees the revision and distribution of student/parent and teacher handbooks.
- Promotes a safe, efficient, and effective work/learning environment. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
- Upholds applicable local, state, and federal laws. Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
- Oversees the evaluation and revision of emergency preparedness/crisis management plans (e.g., fire, weather, security, etc.). Administers threat reporting, assessment, and response procedures.
- Supervises collection, verification, and recording of program information as directed.
- Manages the accurate and timely completion of reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

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

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.