

# **MID-OHIO EDUCATIONAL SERVICE CENTER**

## **JOB DESCRIPTION**

---

**Date:** 4/16/2025  
**Title:** Principal at F.I.R.S.T. School  
**Reports To:** Executive Director of Achievement & Leadership  
**Employment Status:** Full-time  
**MOESC Salary Schedule:** Principal  
**Days:** 240 days  
**FLSA:** Exempt

---

### **QUALIFICATIONS**

- Must hold at least a Bachelor's Degree and a valid Ohio Administration certificate/license
- Valid driver's license
- Preferred experience in Alternative or DYS programs
- Preferred credentialed OTES evaluator
- Successfully pass a BCI/FBI background check

### **GENERAL DESCRIPTION**

The Principal at F.I.R.S.T. School will be responsible for administering a year-round secondary school within a residential treatment facility. The First School is operated by the Mid-Ohio Educational Service Center and is located in Mansfield, Ohio. It serves residential students who have been court or agency referred to the Foundations for Living Private Residential Treatment Facility, which is a locked, secure treatment facility serving juvenile males and females.

### **ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Directly supervise and evaluate teaching staff and administrative assistants assigned to the F.I.R.S.T. School
- Highly visible and engaging with First School staff
- Administer student discipline in accordance with Mid-Ohio ESC and Foundation for Living policies
- Facilitate collaborative leadership in partnership with Foundations for Living to assure a safe and effective learning environment for clients through effective communication and problem-solving

- Provide instructional leadership to assure that instruction and assessment are aligned with Ohio's New Learning Standards and assessment programs.
- Submit all state and federal program-required reports semi-annually and quarterly, including ADM reporting, SF6/SF14 reports, School Food Authority/NSLP, Title 1, etc.
- Stay current and respond to periodic RFPs and legislative appeals for inclusion of Private Residential Treatment Facility (PRTF) in Governor's Biennium Budgets
- Administer PRTF grant, including attendance at annual PRTF meeting and audit.
- Develop and administer First budget; allocate resources and approve expenditure requests
- Manage and implement Inter-agency and Educational Services Agreements
- Serve as District Test Coordinator for OGT/OAA/Next Generation Assessments
- Implement Ohio Teacher Evaluation System (OTES) according to Mid-Ohio ESC policies
- Coordinate guidance and transition requirements with assistance of Transition Coordinator
- Assure compliance with all requirements of IDEIA for students with disabilities in cooperation with Special Education Coordinator
- Monitor Resident Educator/Mentor assignments
- Participate as a member of the Mid-Ohio ESC Leadership Team
- Facilitate professional learning, weekly Treatment Team meeting, and faculty meetings
- Schedule and execute required School Safety Drills
- Monitor staff attendance and secure substitute coverage as needed
- Assist Director of Human Resources in selecting staff as needed
- Complete incident reports and investigative activities related to student conduct
- Design annual calendar for student attendance and professional learning
- Collaborate with Mansfield City Schools for Title 1 Services
- Implement GED/Post-graduate programming
- Implement Student Handbook and revise as appropriate
- Review and approve educational components of Foundations for Living Individualized Service Plan (ISP) upon completion by therapists
- All other duties as assigned by the Executive Director of Achievement & Leadership

### **PERSONAL QUALITIES**

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility

- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration
- Stays current on education issues and initiatives
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

## **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms.

## **EVALUATION**

Performance of this job will be evaluated by the Mid-Ohio ESC Executive Director of Achievement & Leadership according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority, or designee.

---

Employee Signature

---

Date Received

***The Mid-Ohio Educational Service Center is an equal opportunity employer.***

*Revised for Board Approval 4/16/2025*