

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date: 4/16/2025
Title: Principal at Abraxas School
Reports To: Executive Director of Achievement & Leadership
Employment Status: Full-time
MOESC Salary Schedule: Principal
Days: 240 days
FLSA: Exempt

REQUIRED 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 BCI/FBI background checks

GENERAL DESCRIPTION

The Principal at Abraxas will be responsible for administering a year-round middle/high school within a residential treatment facility. The Abraxas School of Ohio is operated by the Mid-Ohio Educational Service Center. It serves students who reside in the Abraxas Private Residential Treatment Facility, which is a locked, secure treatment facility serving juvenile males and located in Shelby, Ohio and administered by Cornell Abraxas. Abraxas residential services are a cost-effective alternative for delinquent or dependent young men who have been unsuccessful in other community-based programs and are placed by the court system.

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 Abraxas
- Highly visible and engaging with Abraxas staff
- Administer student discipline in accordance with Mid-Ohio ESC and Cornell Abraxas policies

- Facilitate collaborative leadership in partnership with Cornell Abraxas to assure a safe and effective learning environment for clients through effective communication and problem-solving, including scheduling monthly leadership meetings
- Provide instructional leadership to assure that instruction and assessment are aligned with Ohio's 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, following all mandatory timelines
- Develop and administer Abraxas budget; allocate resources and approve expenditure requests
- Manage master scheduling, transcripts, and grade card processes
- Manage and implement Inter-agency and Educational Services Agreements
- Serve as District Test Coordinator for Assessments
- Implement Ohio Teacher Evaluation System (OTES) according to Mid-Ohio ESC policies
- Coordinate guidance and transition requirements with assistance of post-secondary and Special Education Coordinators
- 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 and regular staff 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 Schools for Title I Services
- Implement GED/Post-graduate programming
- Implement Student Handbook and revise as appropriate
- Review and approve educational components of Cornell Abraxas 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.