

CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POSITION POSTING

(Applications for the following positions may be downloaded from the website at www.clermontdd.org or obtained in the Human Resources Department, located at the Thomas A. Wildey Center, 2040 St. Route 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m.)

AVAILABLE POSITION **Principal**
40 hours per week (215 Days)
(Vacancy for J. Williams)

IMMEDIATE SUPERVISOR Superintendent

DUTIES: (Summary Only)
Assists in the coordination and implementation of the school age program (6-22 years of age); develops programs and curriculum to comply with Ohio Operating Standards, Ohio extended content standards, all laws, and regulations for school age programming and reviews said programs and curriculum; prepares required reports for school age programming and conducts on-going evaluation to determine the effectiveness of school age programming; recommends proper programming and alternative programming for students and families; ensures the program is implemented in accordance with agency policies. Supervises and evaluates all school age personnel; assists in interviewing applicants for employment and makes recommendations for hiring; conducts meetings to discuss and coordinate the activities of school age personnel and reviews IEP's for all school age students. Coordinates the intake procedure for school age students; responds to referral and conducts any tests and evaluations which may be appropriate; coordinates the placement of students; oversees the completion of reports and forms to enroll students in the school age program; arranges meetings and provides IEP information to locate school districts. Reviews and recommends requisitions for equipment and materials pertaining to the school age program; attends staff meetings and committee meetings or assists in the planning of said meetings; serves as a liaison between the local school districts and the Thomas A. Wildey School; develops informational handbooks, pamphlets, etc. for parents and periodically reviews said materials. Works cooperatively with other staff, parents, caseworkers, medical personnel, specialists, etc. Must acquire and maintain required licenses and/or certification. Must demonstrate regular and punctual attendance. Must be physically capable to lift, carry, and position enrollees, including children, adolescents, and adults in a safe manner, according to in-service training.

MINIMUM QUALIFICATIONS:
Master's degree in Special Educational or related field, ODE Principal's License, 4 years teaching experience in Special Education, 1 year supervisory experience preferred. Ability to lift, carry, and move children or adult consumers in a safe manner. Successfully pass pre-employment BCII check, Abuser Registry check, and Nursing Registry check.

SALARY: Commensurate with qualifications and experience
POSTING DATE: 01-10-2019
APPLICATION DEADLINE: until filled
SEND APPLICATIONS TO: Kathy Booth, Human Resources Coordinator
Clermont County Board of DD
2040 US Highway 50
Batavia, OH 45103
cbooth@clermontdd.org