



## **WELLSVILLE LOCAL SCHOOL DISTRICT**

### **Administrative Vacancy**

**POSITION:** High School Assistant Principal  
204 day contract

**CERTIFICATION/  
LICENSURE:** Current Valid High School Principal Certificate

**SCHOOL YEAR:** 2026-2027

**CONTACT:** Kyle Exline, Superintendent

**DATE OF POSTING:** June 30, 2026

**DEADLINE FOR  
APPLICATION:** Until Position is filled  
Send cover letter, resume and credentials to:  
**Kyle Exline, Superintendent**  
472 14<sup>th</sup> St  
Wellsville, OH 43968  
[kexline@wellsville.k12.oh.us](mailto:kexline@wellsville.k12.oh.us)

## Assistant Principal Job Description

**Location:** Wellsville Local High School

**Reports To:** Principal/Superintendent

### Job Summary:

The Assistant Principal assists the Principal in providing instructional leadership, managing school operations, fostering a positive school culture, and supporting student achievement. The Assistant Principal works collaboratively with staff, students, families, and community stakeholders to ensure a safe, inclusive, and effective learning environment that supports the district's educational goals.

### Essential Duties and Responsibilities

#### Instructional Leadership

- Assist in the development, implementation, and evaluation of educational programs and curriculum.
- Support teachers through classroom observations, feedback, coaching, and professional development.
- Monitor student academic performance and help implement strategies to improve achievement.
- Analyze assessment data to guide instructional decision-making and school improvement efforts.
- Support the implementation of district, state, and federal educational requirements.

#### School Operations

- Assist with daily school administration and supervision.
- Coordinate school schedules, activities, and special programs.
- Support building safety, emergency preparedness, and crisis response procedures.
- Manage student attendance and oversee attendance intervention efforts.
- Assist in supervising transportation, cafeteria, and other operational functions as assigned.

#### Student Services and Discipline

- Promote a positive school climate and culture.
- Administer student discipline in accordance with district policies and applicable laws.
- Investigate student conduct issues and implement restorative practices when appropriate.
- Support student wellness, social-emotional learning, and behavioral intervention programs.
- Collaborate with counselors, psychologists, social workers, and other support personnel.

## Personnel Management

- Assist in recruiting, hiring, onboarding, and evaluating staff.
- Support employee development and performance improvement initiatives.
- Facilitate staff meetings and professional learning opportunities.
- Foster a collaborative and respectful work environment.

## Family and Community Engagement

- Build positive relationships with parents, guardians, and community partners.
- Communicate effectively regarding student progress, school programs, and school initiatives.
- Participate in school and community events.
- Address parent and community concerns in a professional and timely manner.

## Compliance and Reporting

- Ensure compliance with district policies and state and federal regulations.
- Maintain accurate records and prepare required reports.
- Support implementation of Individualized Education Programs (IEPs), Section 504 plans, and other student services requirements.
- Assist with accreditation, audits, and school improvement planning processes.

## Qualifications

### Education

- Master's degree in Educational Leadership, Educational Administration, or a related field.

### Certifications/Licenses

- Valid state certification/licensure as a school administrator or eligibility to obtain such certification.

### Experience

- Minimum of three to five years of successful teaching experience preferred.
- Prior leadership experience in a school setting preferred.

### Knowledge, Skills, and Abilities

- Knowledge of educational leadership principles and instructional best practices.
- Strong communication, interpersonal, and conflict-resolution skills.
- Ability to analyze data and make informed decisions.
- Knowledge of school law, student discipline procedures, and educational regulations.
- Strong organizational and time-management skills.

- Ability to build positive relationships with diverse stakeholders.
- Proficiency with educational technology and student information systems.

#### Physical Requirements

- Ability to move throughout the school building and grounds.
- Ability to attend meetings and events outside normal school hours as needed.
- Ability to perform duties requiring standing, walking, and occasional lifting consistent with school operations.

#### Work Environment

The Assistant Principal works in a school environment involving frequent interaction with students, staff, families, and community members. The position may require attendance at evening events, extracurricular activities, and emergency situations.

#### Terms of Employment

- Full-time, 12-month administrative position.
- Salary and benefits in accordance with district policies and negotiated agreements.

#### Equal Employment Opportunity Statement

The school district is committed to providing equal employment opportunities and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other protected status under applicable law.