

Ridgemont Local School District



Sally Henrick, Superintendent

Melissa Pollom, Treasurer

POSTING

Position Open: The Ridgemont Local School District is accepting applications for the following position for the 2022-2023 school year:

Position: ½ Time Teacher and ½ Time Athletic Director

Ridgemont is looking for someone who is passionate about the following beliefs:

-the learning experience should be centered on student voice, passion, and ownership.

-collaboration among partners empowers, challenges, supports, guides, and makes us unafraid to innovate.

-in the freedom to fail and grow as we explore new ways to think and do.

-service is our tool to instill a productive connection with community and meaningful life experiences for our staff and students.

-rigorous academics are foundational to collaboration, innovation, and service which cause us to explore boundaries and redefine them.

-our staff and students bring value to the world and should always be treated with the highest integrity

Qualifications: Valid Driver's License
B.C.I. Background Check
State of Ohio Teacher Certificate/License Certificate
K-12 Intervention Specialist Preferred
7-12 Licensures Considered

District: Ridgemont Local School District -
Ridgemont Board of Education seeks qualified candidates to assume teaching and student supervision responsibilities in addition to filling the office of Athletic Director.

Apply to: Mrs. Jill Stover, Principal of Student Life
jill.stover@ridgemont.k12.oh.us

Application

Deadline: June 29, 2022

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- Helps students better understand themselves, make appropriate choices and grow academically. Promotes cultural awareness, self-reliance, problem-solving, critical-thinking and creativity skills.
- Facilitates student learning activities that encourage teamwork and positive peer relationships.
- Evaluates student achievement/performance. Prepares progress reports.
- Proctors state/district testing activities as directed. Upholds mandated security procedures.
- Requests a student evaluation when a learning need is evident. Assists with the multi-factored evaluation (MFE) process. Meets mandated paperwork time lines.
- Plans/implements student intervention strategies that produce tangible evidence-based benefits within specified time-frames. Monitors intervention efficacy to improve outcomes.
- Ensures that student lists and teaching materials are readily available for substitutes.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Pursues the continuous advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.

3. Maintains open/effective communications. Serves as an information resource.

- Actively participates in staff meetings, conferences and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- Keeps current with advances in technology associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps manage/eliminate risks.

- Intervenes to prevent/stop bullying and inappropriate student behavior.
- Provides appropriate supervision. Implements effective pupil management procedures. Upholds the student conduct code. Maintains high expectations for acceptable student behavior.
- Reports suspected child abuse/neglect to civil authorities as required by law.
- Watches for situations that may indicate a problem.

6. Performs other specific job-related duties as directed.

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- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

Performance

Job performance is evaluated according to policy provisions and contractual agreements adopted

Evaluation:

by the Ridgemont Local School District.

The Ridgemont Local School District is an equal opportunity employer. This job description identifies primary 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, program/curriculum changes and unforeseen events.

Title:

**ATHLETIC DIRECTOR
401**

File

Reports to:

High School Principal

Job Objective:

Directs the interscholastic athletic program.

Minimum

- Valid state department of education license/certificate as determined at the time of appointment.

Qualifications:

- Athletic program leadership skills substantiated by training and relevant work experience.
- A Pupil Activity Supervisor Permit may be required.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Articulates a clear program philosophy and sustainable implementation strategy.
- Available to work irregular hours and/or a non-traditional schedule.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Demonstrates knowledge of current interscholastic athletic program regulations.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Exhibits consistent, impartial and resourceful decision-making skills. Interprets information accurately. Evaluates options thoroughly. Develops reasonable solutions to resolve issues.
- Maintains a record free of criminal violations that would prohibit public school employment.

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- Meets all mandated health screening requirements.

NOTE: The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. Position is offered to licensed staff with appropriate training, knowledge and experience. Unfilled positions may be offered to other qualified applicants meeting school district and state department of education criteria. Verification of qualifications may be required (i.e., official academic transcripts/diplomas, previous employers, professional references, etc.).

Essential

1. Manages the effective delivery/advancement of the athletic program. Provides direction,

Functions:

support and accountability to help students benefit from program participation.

- Actively participates as an administrative team member. Upholds board policies. Implements district guidelines/procedures. Ensures compliance with relevant local, state and federal laws.
- Helps develop a district-wide strategic plan. Manages the process of organizational change.
- Plans/implements strategies to ensure tasks are completed within required time-frames.
- Provides staff leadership. Helps staff meet established schedules. Establishes an appropriate level of employee autonomy. Assumes responsibility for the results of duties delegated to staff.
- Oversees the revision/distribution of the athletic program handbook.
- Updates departmental job descriptions. Trains staff in procedures to accomplish duties effectively.
- Recruits and maintains highly-qualified coaching staff based on competence and credentials.
- Manages equitable workloads. Review schedules/responsibilities with staff before the start of the season. Maintains essential services during staff absences.
- Verifies/approves time sheets. (e.g., daily hours, authorized overtime, absences, etc.).
- Implements state mandated and locally developed personnel assessment programs.
- Coordinates the planning of athletic program staff development/in-service training activities.
- Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures that resources are equitably apportioned and appropriate for the purposes/needs of the program. Upholds fiscal accountability standards.
- Ensures that equipment is appropriate for participants' physical development and skill level.
- Pursues grant funding. Implements funded proposals. Complies with reporting requirements.
- Provides direction and facilitates the work of the athletic boosters association.
- Represents the district at athletic league meetings as directed.
- Encourages student involvement in program activities. Helps manage medical records. Verifies scholastic eligibility. Promotes academic success as an important priority for all students.
- Ensures that all athletes receive appropriate instruction, support and opportunities to participate.
- Promotes fair play. Demonstrates respect for rules, officials, visiting teams, and the public.
- Helps coaches deal with discipline issues. Prepares conduct reports/discipline recommendations.
- Coordinates scheduling to ensure the efficient use of athletic facilities/equipment.

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- Develops/distributes a contest/event calendar. Publicizing activities. Prepares game programs.
- Develops/implements a ticket sales policy. Oversees pregame ticket sales.
- Arranges student transportation for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned responsibilities.
- Secures game officials except those contracted by the league commissioner. Hires home game personnel (e.g., security, timers, scorekeepers, announcers, field staff, ticket sellers/takers, etc.).
- Processes payment for game officials and athletic workers.
- Prepares game reports and attendance records. Ensures receipt/expense records are suitable for audit. Reconciles, prepares and makes bank deposits. Submits records to the treasurer's office.
- Organizes/participates in athletic recognition programs. Verifies participants have fulfilled all requirements for letters, awards and/or certificates.
- Oversees an ongoing maintenance program to protect/preserve program resources (e.g., buildings, grounds, equipment, etc.). Administers community use of athletic facilities.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Provides leadership for the continuous advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Sustains an effective and positive work/learning environment. Completes all assigned duties.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/program performance expectations to stakeholders.
- Coordinates staff meetings, conferences and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity

4. Pursues opportunities to enhance professional performance.

- Keeps current with advances in technology associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Intervenes to prevent/stop bullying and inappropriate student behavior.
- Reports suspected child abuse/neglect to civil authorities as required by law.

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- Responds to emergencies. Serves as a liaison to emergency services (e.g., police, fire, etc.).
- Upholds the athletic conduct code. Maintains high expectations for acceptable student behavior.
- Watch for situations that may indicate a problem.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Working Conditions:

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- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

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