PROFESSIONAL JOB POSTING

POSITION: Principal, Clay County Middle School

QUALIFICATIONS: Master’s Degree and Administrative Certification
Minimum of five years of successful experience in the field of education

JOB DESCRIPTION: Demonstrate the following knowledge, skills and abilities:

• Provides leadership in the promotion and implementation of the middle school instruction program as approved by WVDE

• Directs and evaluates the activities of the middle school certified and classified staff members in the performance of their duties

• Supervises the middle school instructional staff in the development and implementation of curriculum and student activities

• Establishes professional learning communities to assist teachers in professional growth and development and provides opportunities for sustained, researched based professional development

• Develops a program of public relations in order to promote parent involvement and further the community’s understanding and support of the educational program

• Establishes and maintains relationships with various organizations and other schools to coordinate educational services

• Utilize available resources of the school system and the community in developing the most effective quality educational program

• Confers with teachers and students concerning educational and behavioral initiatives in the school

• Plans and monitors the school budgets, including the requisition and allocation of supplies, equipment and instructional materials as needed

• Directs preparation of class schedules, cumulative records and attendance reports

• Supervises, evaluates and promotes the middle school’s extra-curricular activities

• Assumes responsibility for the implementation of all WVDE and Clay County Schools policies and regulations regarding staff members and students under his/her authority

• Utilizes data to develop and monitor educational goals and initiatives that promote improved academic achievement for all students

• Cultivates a vision for the school with measurable goals and strategies for implementation

• Supports the mission and goals of Clay County Schools

• Performs tasks as assigned by the Superintendent and keeps the Superintendent informed about middle school activities and challenges

TERMS OF EMPLOYMENT: Effective December 1, 2017

COMPENSATION: State Basic plus increments for experience and education

DATE OF POSING: May 10, 2017 – May 16, 2017

Apply in writing to Mr. Joe Paxton, Superintendent of Clay County Schools at Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in the central office by 3:00 p.m. on Tuesday, May 16, 2017. If mailing or faxing bid, please contact the office to confirm receipt of bid at 587-4266.

For additional information, please contact Mr. Joe Paxton at 587-4266.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discriminating on the basis of race, color, national origin, gender, age, disability and retaliation.