PROFESSIONAL JOB POSTING

POSITION: CLAY COUNTY HIGH SCHOOL PRINCIPAL

QUALIFICATIONS: Valid West Virginia High School Level Administrative Certification
Master’s Degree with background courses in administration/supervision
Minimum of five years of successful teaching experience
Proven organizational, communication, and instructional leadership skills which include evaluation and student assessment

Demonstrated achievement in such areas as: school reform, including collection and use of data; instructional excellence; curriculum development; technology applications; facility management; effective management practices; strong knowledge of teaching and educational principles including implementing instructional strategies, methods and techniques; commitment to high student achievement; commitment to technology and staff development; ability to motivate students, staff and parents; confidence to work in a larger complex organization; commitment to foster the teaching and learning process; ability to maintain a positive school environment conducive to learning

Job Description: Demonstrate the following knowledge, skills and abilities:

1. Plans, organizes and directs the activities of a high school with approximately (600) students
2. Provides leadership in the promotion & implementation of the high school instructional program as approved by the WVDE
3. Directs and evaluates the activities of the high school certified and classified staff members in the performance of their duties
4. Supervises, evaluates & promotes the high school’s athletic program and other extra-curricular activities
5. Supervises the high school instructional staff in the development and implementation of curriculum and student activities
6. Establishes professional learning communities to assist teachers in professional growth and development and provides opportunities for sustained, researched based professional development
7. Develops a program of positive public relations in order to further the community's understanding and support of the educational program including Clay County High School Alumni Association
8. Utilizes available resources of the school system and the community in developing the most effective quality educational program
9. Provides a clean, safe & orderly campus environment through the establishment of student regulations, effective student discipline procedures, school security and facility maintenance
10. Confers with teachers and students concerning educational and behavioral initiatives in the school
11. Plans and monitors the school budgets, including the requisition and allocation of supplies, equipment and instructional materials as needed
12. Directs preparation of class schedules, cumulative records and attendance reports
13. Assumes responsibility for the implementation of all WVDE and Clay County Schools policies and regulations regarding staff members and students under his/her authority
14. Utilizes data to develop and monitor educational goals and initiatives that promote improved academic achievement for all students.
15. Exercises good judgment and addresses concerns and resolves problems relating to needs of staff, students, and parents
16. Cultivates a vision for the school with measurable goals and strategies for implementation
17. Supports the mission & goals of Clay County Schools
18. Performs tasks as assigned by the Superintendent and keeps the Superintendent informed about high school activities and challenges

Terms of Employment: Based on 240 days effective August 14, 2017. Position is contingent upon board acceptance of the current Administrator’s resignation.

Compensation: State Basic plus increments for experience and education

Date of Posting: July 25, 2017 - July 31, 2017

Apply in writing to Joe Paxton, Superintendent of Clay County Schools, Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in the Central Office by 3:00 p.m. on Monday, July 31, 2017. If mailing or faxing bid, please contact the central office to confirm receipt of bid.

Please contact Joe Paxton, Superintendent of Clay County Schools at 304 587-4266 to discuss times and dates you are available for an interview.

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.