Position: Principal - H.E. White Elementary School

Job Description: Administer all aspects of Pre-5 Elementary School Programs including supervision and evaluation of staff, curriculum and curriculum development, public relations, school finances, professional development, school improvement practices, crisis management, and discipline (See attached job description). Accept responsibility for teaching if scheduling necessitates as assigned by the County Superintendent.

Qualifications: 1. Masters Degree in Education Administration or certification  
2. Elementary Teaching Certificate  
3. Knowledge of State, County and School Policies  
4. Knowledge of WVEIS  
5. Experience in writing grants for entitlements and successful experience in writing competitive grants  
6. Verifiable writing skills appropriate for job assignment  
7. Successful completion of Leadership Evaluation training

Terms of Employment: (10 ½ ) months - Effective beginning 2017-2018 school year

Compensation: As per State Code for Elementary Principal

Dates of Posting: January 2, 2018 - January 12, 2018 (extended 3 days due to school closings)

Apply in writing to Mr. 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., Friday, January 12, 2018. If mailing bid, please contact the office to confirm receipt of bid.

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

Title: Principal

Qualifications: Appropriate Certification

Reports To: Superintendent

Supervises: All personnel serving in assigned school

Performance Responsibilities:

1. Directs the activities of school professional and nonprofessional staff members in the performance of their duties.

2. Supervises the instructional staff in the development and implementation of curriculum and student activities.

3. Reports to appropriate central office administrative officers regarding the needs of the school with respect to personnel, equipment, supplies and curriculum.

4. Develops a program of public relations in order to further the community’s understanding and support of the educational program.

5. Administers the school’s budgeted allocations.

6. Implements Board policies and administrative rules and regulations relating to the school.

7. Prepares such reports as may be required.

8. Establishes and maintains an effective learning climate in the school.

9. Orients newly assigned staff members and assists in their development.

10. Maintains and upgrades professional skills.

11. Evaluates all staff members regarding their performance.

12. Participates in principals’ meetings and such other meetings as are required or appropriate.

13. Attend special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.

14. Keeps the superintendent informed of the school’s activities and problems.

15. Assists in the development, revisions and evaluation of the curriculum.

16. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.

17. Plans and supervises fire drills and an emergency preparedness program.
18. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of the students.

19. Supervises and evaluates the school’s extracurricular program.

20. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.

21. Recommends the removal of a teacher whose work is unsatisfactory, according to established procedures.

22. Conducts meetings of the staff as necessary for the proper functioning of the school.

23. Implements a school improvement process. Utilizes information from student evaluation programs, school classification, county-wide assessments to meet standards and other sources for program planning.

24. Exercise decisive leadership in crisis situations.

25. Meets or exceeds performance standards established by the county’s evaluation policy for principals.

26. Performs reasonable tasks and assumes reasonable responsibilities assigned by the Superintendent, when said tasks are sanctioned by law and/or policy.

Terms of Employment: As contracted.

Evaluation: Evaluated annually accordance with provisions of the Board’s policy on Evaluation of Principals.