Position: **Assistant Principal at Clay High School**

Job Description: Perform duties of Assistant Principal in accordance with Clay County School’s job description for Assistant Principal and

- Work effectively as a member of an educational team.
- Demonstrate self control and an attitude of mutual respect among teachers, cooks, custodians, secretaries, and business representatives to help establish and maintain a positive school climate.
- Demonstrate positive relationship building skills with parents and students.
- Possess good speaking and writing skills.
- Contribute to the educational delivery system through an integrated technology approach.
- Assist in developing and delivering sustained professional development opportunities for staff members.
- Assist in developing a positive outcome based system of discipline.
- Supervise after school activities such as sporting events, musical performances, and organizational activities.
- Oversee the discipline process of the school.
- Contribute to the field of education through relationships with educational entities such as the WV Department of Education, Center for Professional Development, and other local educational agencies.
- Serve as principal in the absence of the regular principal.
- Manage the class cover process when teachers are absent.
- Assist in the overall management of the school, including work assignments, staff evaluations, and facilities maintenance and other duties assigned by the Principal

Terms of Employment: 240 days

Qualifications: Masters Degree in Education Administration

Compensation: Based on Clay County Salary Schedule for Assistant Principal

Date of Posting: August 1, 2017 - August 7, 2017
Apply in writing to Joe Paxton, Superintendent, Clay County Schools at Post Office Box 120 Clay, WV 25043. Bids must arrive in the Central Office by 3:00 p.m. on Monday, August 7, 2017. If mailing or faxing bid, please contact the Central Office to confirm receipt of bid.

To set a date and time for your interview, please contact Joe Paxton, Superintendent, Clay County Schools 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.