Professional Job Posting

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

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

- Work effectively as a member of an educational team
- Demonstrate positive relationship building skills with parents, students, employees, and the general public
- Possess good speaking and writing skills
- Contribute to the educational delivery system through an integrated technology approach
- Assist in implementing 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
- Assist in building and maintaining 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
- Other duties assigned by the building principal.

Terms of Employment: 235 days effective 2015-2016 school year

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

Compensation: Based on Clay County Salary Schedule for Assistant Principal

Date of Posting: May 6, 2015 - May 12, 2015

Apply in writing to Mr. Kenneth Tanner, 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 Tuesday, May 12, 2015. 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 Mrs. Melinda Isaacs, Principal at Clay County High School at 587-4226.

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.