Professional Job Posting

Position: **Assistant Principal at Clay County Middle 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

Terms of Employment: 215 days effective 2014-2015 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: July 22, 2014 - July 28, 2014

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 Monday, July 28, 2014. If mailing or faxing bid, please contact the Central Office to confirm receipt of bid.

For additional information please contact Ms. Anita Stephenson, Principal at Clay County Middle School at 587-2343.

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.