

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – ADMINISTRATIVE MENTOR/ SCHOOL IMPROVEMENT

Qualifications: Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel.

- Must hold appropriate administrative licensure for principals and be employed as an administrator in the Pleasants County School Schools.
- Must have at least five years of administrative experience as assistant principal, principal and/or vocational administrator.
- Communicates openly and effectively, both verbally and in writing.
- Demonstrated ability to work effectively with people.
- Demonstrates an ability to motivate people.
- Shows an interest in assisting principals and assistant principals.
- Is committed to professional ethics and confidentiality.
- Has demonstrated competence in evaluation of personnel, scheduling, budgeting, instructional leadership, discipline, public relations and conferencing skills.
- Knowledge of state content standards.
- Knowledge of the WV High Quality Standards.

Immediate Supervisor: Superintendent of Schools

FLSA Status: Exempt

Evaluation: Performance in this position will be evaluated by the immediate supervisor and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

Term of Employment: Determined by the Pleasants County Board of Education and Delineated on the district Supplemental Schedule

This position is for a four-year cycle starting with the freshman class and concluding with the senior class. Annually, a position is posted for the incoming freshman class. The outgoing sponsor has the right to make application for the new rotation. In the event that a person would resign mid-cycle the position shall be posted with the grade level designation.

Salary: Determined by the Pleasants County Board of Education – Currently \$2000.00

Expectations / Duties and Responsibilities:

- Assists principals and assistant principals in development of administrative / leadership skills as delineated in WV State Board of Education Policy 5800, Standards of Professional Practice for West Virginia Superintendents, Principals, and Teacher Leaders
- Assist principal in their personal growth as instructional leaders, but not in an evaluative role.

- Protects the confidentiality rights of the principal and assistant principal.
- Provide technical assistance on the development of schools' strategic plan.
- Provide written and verbal feedback to principals regarding their strategic plan.
- Provide technical assistance and monitor progress on schools' implementation of strategic plans.
- Support principals in their efforts to collect and analyze data including both leading and lagging indicators so as to make data driven decisions.
- Maintain pertinent documentation as required.
- Attend beginning principal mentor training sessions.
- Complete mentorship commitments beyond the instructional day when necessary.
- Work with principals and assistant principals to focus on instructional leadership and student growth.
- Work with principals and assistant principals to guide school improvement, including: school culture and climate and communication skills.
- Schedule a minimum of one regular meeting per month with principals and assistant principals.
- Provide leadership and development of strategic planning for all Pleasants County Schools.
- Adheres to established laws, policies, rules and regulations.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Performs Other Job-Related Duties as Assigned by the Principal Director of Curriculum & Instruction

Amended: October 25, 2016