

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – ASSISTANT PRINCIPAL

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.

- Required Experience - 3 years of management or teaching.
- Demonstrated ability to work effectively with people.
- Demonstrated ability to communicate effectively, orally and in writing.
- Knowledge of state content standards.
- Knowledge of the WV High Quality Standards.

Immediate Supervisor: Principal

FLSA Status: Exempt

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

Term of Employment: 261 Days

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

Demonstrates Interpersonal and Collaborative Skills

- The assistant principal models professional, moral and ethical behaviors that engender trust and respect among staff, students and the community.
- The assistant principal builds networks and fosters a sense of teamwork and collaboration across the school and community.
- The assistant principal demonstrates effective communication skills including use of digital tools and applications.
- The assistant principal frames problems and make decisions to promote the long-term best interest of students.
- The assistant principal anticipates, addresses and resolves conflict.
- The assistant principal develops the leadership capabilities of others and delegates appropriately.
- The assistant principal models a positive attitude and recognizes individual and collective accomplishments.

Creates a Clear and Focused Learning Mission

- The assistant principal collaboratively sustains a learning-centered vision, mission and goals that reflect student needs in a changing nation and world.
- The assistant principal uses the school's vision, mission and goals to collaboratively build a focused and coherent set of strategies for school improvement.
- The assistant principal sustains commitment to the vision, mission and goals by communicating progress and celebrating success.

Facilitates Rigorous Curriculum, Engaging Instruction and Balanced Assessments

- The assistant principal demonstrates a commitment to student learning by prioritizing leadership time and efforts on those actions that will advance student learning.
- The assistant principal fosters a climate of accountability where all staff demonstrates a collective sense of responsibility for student learning.
- The assistant principal works with staff to encourage strategies that develop student self-direction and personal accountability for learning.
- The assistant principal ensures a rigorous standards-based curriculum and engaging instruction in each classroom by providing processes of collegial discussion, observation, feedback and support.
- The assistant principal uses benchmark and summative assessment data to guide practice.
- The assistant principal assists staff in developing and using quality assessment practices to guide instructional decisions.
- The assistant principal works under the auspices of the principal to monitor classroom instruction and collaboratively determines targets for improvement.
- The assistant principal works under the auspices of the principal to implement a coordinated system of enrichment and intervention for students whose academic growth is not progressing satisfactorily.
- The assistant principal works under the auspices of the principal to continually assess how the school schedule, staff assignments and use of resources can be modified to improve learning.
- The assistant principal works under the auspices of the principal to facilitate the acquisition and effective use of instructional resources and technologies that reflect current best practice.

Builds and Sustains a Positive Learning Climate and Cohesive Culture

- The assistant principal works collaboratively with the principal and stakeholders to identify core beliefs and values that create a student-centered learning-focused school.
- The assistant principal models, communicates and promotes core beliefs and values.
- The assistant principal works collaboratively with the principal to implement activities to assess, develop and sustain a cohesive student-centered learning-focused culture.
- The assistant principal works supports the efforts of the principal to establish and communicate high expectations for both students and staff and implements programs and policies to support these expectations.
- The assistant principal works collaboratively with the principal to implement programs and processes to ensure the school is safe, orderly, well-maintained and conducive to learning.
- The assistant principal works collaboratively with the principal and staff to implement a school-wide coordinated approach for enhancing student character and good citizenship.
- The assistant principal works collaboratively with the principal to ensure that student extra-curricular and co-curricular activities are well-coordinated, equitable and add value to student learning, character and citizenship.

Promotes Continual Professional Growth and Attracts and Retains Quality Staff

- The assistant principal supports the efforts of the principal to implement district processes for hiring and mentoring new staff that result in the recruitment and retention of highly qualified personnel.
- The assistant principal works collaboratively with the principal to implement effective processes for staff evaluation, reflection and feedback that are linked to student achievement and improved professional practice.
- The assistant principal models professional inquiry, engages in professional growth and promotes the continual learning of all staff.
- The assistant principal works collaboratively with the principal and staff to analyze a variety of data, including data on instructional practices and student achievement, to establish the school's professional development targets.
- The assistant principal works collaboratively to design and implement research-based approaches for professional growth, including digital age learning experiences, to address the school's professional development targets.

- The assistant principal works collaboratively with the principal and staff to organize, support and sustain teacher collaborative teams as the school's central vehicle for enhancing professional growth.
- The assistant principal supports teachers in their growth as leaders of professional practice and creates conditions that enhance their leadership success.

Acts as a Student Advocate and Creates Support Systems for Student Success

- The assistant principal acts as a steadfast advocate for the achievement and well-being of all students and cultivates this advocacy in others.
- The assistant principal works collaboratively with the principal to ensure that student achievement and well-being are the central focus of all school practices and decisions and works to develop this commitment among all the staff in the school.
- The assistant principal works collaboratively with the principal to create an environment and implements practices that value and protect diversity and promote social justice.
- The assistant principal works collaboratively with the principal to create support for programs and processes that address student physical and social-emotional needs by communicating their link to student academic success.
- The assistant principal works collaboratively with the principal and staff to effectively use the state data system to identify and diagnose students with physical and social-emotional needs.
- The assistant principal works collaboratively with the principal to ensure there are programs, services and timely interventions to address student physical and social-emotional needs including wellness, counseling and social services.

Manages Operations to Promote Learning

- The assistant principal works collaboratively with the principal he principal and district staff to evaluate operations and ancillary services to ensure they add value to student learning and well-being.
- The assistant principal works collaboratively with the principal to ensure that the school adheres to federal, state, and local policies and code.
- The assistant principal works collaboratively with the principal to develop, communicate and monitor effective procedures for carrying out the routines and management functions of the school.
- The assistant principal follows district processes for obtaining, allocating, managing and monitoring the distribution of school fiscal resources.
- The assistant principal works collaboratively with the principal to ensure current technology tools and applications are used to enhance efficiency and effectiveness.
- The assistant principal works collaboratively with the principal and district staff to provide efficient and effective transportation and child nutrition services.
- The assistant principal works collaboratively with the principal to ensures school facilities are safe, well-maintained and used to maximize student learning.
- The assistant principal works collaboratively with the principal to ensure the school has processes for the storage, security, privacy and integrity of data and information systems.

Connects to Families and the Larger Community

- The assistant principal uses knowledge of demographics, culture and community needs to inform school decisions and develop school programs.
- The assistant principal works collaboratively with the principal and staff to create an inviting atmosphere and sense of partnership with families and the community.
- The assistant principal uses various communication systems and technologies to keep families and the community informed and involved.
- The assistant principal works collaboratively with the principal and district staff to develop school processes for communicating with and responding to print, digital and other media.
- The assistant principal works collaboratively with the principal, staff and stakeholders to create family involvement programs and community partnerships that advance the school vision, mission and goals.

- The assistant principal works collaboratively with the principal to create partnerships with community agencies and organizations to improve and align services to students and families.

Effects Continuous Improvement

- The assistant principal exhibits interpersonal and organizational skills associated with leading and sustaining successful change.
- The assistant principal challenges the status quo and searches for innovative ways of improving the school.
- The assistant principal works collaboratively with the principal to foster the expectation and provides the structure for all staff to participate in collaborative teams to advance student achievement and improve the school.
- The assistant principal works collaboratively with the principal to develop, support and participate in the work of collaborative school team(s) that are accountable for school and classroom continuous improvement.
- The assistant principal works collaboratively with the principal to ensure appropriate data is collected, accessible and used to guide school and classroom improvement efforts.
- The assistant principal works collaboratively with the principal and school collaborative team(s) to develop, implement and revise a viable, coherent strategic plan that charts the collective course for school improvement.
- The assistant principal works collaboratively with the principal to ensure accountability for continuous improvement by working with teams to establish and monitor school and classroom performance targets and benchmarks.
- The assistant principal works collaboratively with the principal to energize improvement efforts through communication and celebration of individual and collective success.

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 with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 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.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal

Amended: October 25, 2016