

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION - 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: 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: 261 Days

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

Demonstrates Interpersonal and Collaborative Skills

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

Creates a Clear and Focused Learning Mission

- The principal collaboratively sustains a learning-centered vision, mission and goals that reflect student needs in a changing nation and world.
- The principal works with staff to incorporate district, state and national priorities into the school's vision, mission and goals.
- The principal develops a sense of urgency for change and a commitment to actions necessary to bring about that change.
- The principal uses the school's vision, mission and goals to collaboratively build a focused and coherent set

of strategies for school improvement.

- The principal works with staff to evaluate the alignment of school initiatives with the mission and goals and revises and/or eliminates activities as necessary.
- The principal sustains commitment to the vision, mission and goals by communicating progress and celebrating success.

Facilitates Rigorous Curriculum, Engaging Instruction and Balanced Assessments

- The principal demonstrates a commitment to student learning by prioritizing leadership time and efforts on those actions that will advance student learning.
- The principal creates a climate of accountability where all staff demonstrates a collective sense of responsibility for student learning.
- The principal organizes the school around a cohesive philosophy and research-based programs appropriate to the programmatic level of the school.
- The principal works with staff to encourage strategies that develop student self-direction and personal accountability for learning.
- The principal ensures a rigorous standards-based curriculum and engaging instruction in each classroom by providing processes of collegial discussion, observation, feedback and support.
- The principal uses benchmark and summative assessment data to guide and modify school programs, allocate resources, assign staff and alter time to improve student achievement.
- The principal assists staff in developing and using quality assessment practices to guide instructional decisions.
- The principal regularly monitors classroom instruction and collaboratively determines targets for improvement.
- The principal works with district and school staff to implement a coordinated system of enrichment and intervention for students whose academic growth is not progressing satisfactorily.
- The principal works with staff to continually assess how the school schedule, staff assignments and use of resources can be modified to improve learning.
- The principal facilitates 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 principal works with stakeholders to identify core beliefs and values that create a student-centered learning-focused school.
- The principal models, communicates and promotes core beliefs and values.
- The principal implements activities to assess, develop and sustain a cohesive student-centered learning-focused culture.
- The principal establishes and communicates high expectations for both students and staff and implements programs and policies to support these expectations.
- The principal implements programs and processes to ensure the school is safe, orderly, well-maintained and conducive to learning.
- The principal works with staff to implement a school-wide coordinated approach for enhancing student character and good citizenship.
- The principal ensures 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 principal implements district processes for hiring and mentoring new staff that result in the recruitment and retention of highly qualified personnel.
- The principal implements effective processes for staff evaluation, reflection and feedback that are linked to student achievement and improved professional practice.
- The principal models professional inquiry, engages in professional growth and promotes the continual

learning of all staff.

- The principal works with staff to analyze a variety of data, including data on instructional practices and student achievement, to establish the school's professional development targets.
- The 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 principal works with staff to organize, support and sustain teacher collaborative teams as the school's central vehicle for enhancing professional growth.
- The principal promotes teachers 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 principal acts as a steadfast advocate for the achievement and well-being of all students and cultivates this advocacy in others.
- The principal ensures 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 principal creates an environment and implements practices that value and protect diversity and promote social justice.
- The principal creates support for programs and processes that address student physical and social-emotional needs by communicating their link to student academic success.
- The principal works with staff to effectively use the state data system to identify and diagnose students with physical and social-emotional needs.
- The principal ensures 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 principal works with district staff to evaluate operations and ancillary services to ensure they add value to student learning and well-being.
- The principal ensures that the school adheres to federal, state, and local policies and code.
- The principal develops, communicates and monitors effective procedures for carrying out the routines and management functions of the school.
- The principal follows district processes for obtaining, allocating, managing and monitoring the distribution of school fiscal resources.
- The principal ensures that current technology tools and applications are used to enhance efficiency and effectiveness.
- The principal works with district staff to provide efficient and effective transportation and child nutrition services.
- The principal ensures that school facilities are safe, well-maintained and used to maximize student learning.
- The principal ensures that the school has processes for the storage, security, privacy and integrity of data and information systems.

Connects to Families and the Larger Community

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

partnerships that advance the school vision, mission and goals.

- The principal creates partnerships with community agencies and organizations to improve and align services to students and families.

Effects Continuous Improvement

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

Reference: Standards of Professional Practice for West Virginia Superintendents, Principals and Teacher leaders (5800)

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 Superintendent of Schools

Amended: October 25, 2016