

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION –SPECIAL PROGRAMS 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 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, assistant principals, and special education staff.
- 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

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

Expectations / Duties and Responsibilities:

- Assists principals, assistant principals, and special education staff in development of leadership skills as delineated in WV State Board of Education Policy 5800, Standards of Professional Practice for West Virginia Superintendents, Principals, and Teacher Leaders
- Protects the confidentiality rights of the principal, assistant principal, and special education staff.
- Provides technical assistance on the development of schools' strategic plan.
- Provides written and verbal feedback to principals regarding their IEPs, SAT meetings, 504 meetings and special programs.
- Provides technical assistance and monitor progress on schools' implementation of special programs.
- Maintains pertinent documentation as required.

- Completes mentorship commitments beyond the instructional day when necessary.
- Works with principals, assistant principals, and special education staff to focus on instructional leadership and student growth.
- Works with principals and assistant principals to guide school improvement, including: school culture and climate and communication skills.
- Schedules a minimum of one regular meeting per month with principals, assistant principals, and special education staff.
- Provides 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 Superintendent

ADOPTED: July 2, 2018