

**New and Aspiring Principal Mentor
(Paid with Grant Funds)
Job Description**

Qualifications

1. Has a minimum of five years of administrative experience as an assistant principal, principal, and/or vocational administrator.
2. Has completed a staff development beginning principal mentor program approved by the WVDE prior to employment as a mentor.
3. Exhibits knowledge of Jackson County School Policies and Administrative Procedures.
4. Exhibits knowledge of West Virginia School Law and State Department of Education writing.
5. Demonstrates the ability to communicate openly with peers both orally and in writing.
6. Demonstrates the ability to listen to others and to consider others ideas.
7. Is skilled in the evaluation of personnel as demonstrated by successfully observing and evaluating subordinates.
8. Has a working knowledge and understanding of computer operation and of the West Virginia state wide computer system (WVEIS).
9. Has satisfactory evaluations over the past two years.

Immediate Supervisor: Director of Elementary/Middle Schools or Director of High Schools

Duties and Responsibilities:

1. Provide an orientation program for the new principal prior to the beginning of the instructional term, but within the employment term.
3. Meet with the interning principal at least three times per semester during the school year.
4. Complete a log of activities between the mentor and principal intern, including observations, conferences, and support team meetings. Show dates of meetings and topics of discussion. .
5. Support and counsel the new intern principal.
6. Communicate effectively.

**Jackson County Board of Education
May, 2023**