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**Superintendent**

Dr. Donna Burge-Tetrick



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**Job Description**

<b>Position:</b>	Principal/Assistant Principal
<b>Classification:</b>	Professional
<b>Reports to:</b>	Superintendent/Building Principal
<b>Evaluation:</b>	Evaluations conducted as defined in West Virginia Board of Education Policy 5310.
<b>FLSA Status:</b>	Exempt
<b>Job Summary:</b>	Provides leadership and guidance in the administration of the school.
<b>Supervises:</b>	Teachers, student teachers, secretary, aides, custodians, cooks, and volunteers.

**Qualifications:**

1. Professional Administrative Certificate pursuant to WV Code §18A-3-2a
2. Teaching Certificate for applicable grade levels (preferred)
3. Five years teaching experience in the applicable grade levels (preferred)
4. Three years administrative experience in the applicable grade levels (preferred)
5. Educator Evaluation Training (or commitment to obtain)
6. Criminal background check per WV Code §18A-5-15c and/or §18A-3-10, as appropriate
7. Perform duties as described in the job description below.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

**Additional Skills/Requirements/Qualifications needed:**

- Provide information regarding amount of experience relevant to the position.
- Provide evidence of academic achievement.
- Provide information regarding relevant specialized training for the position.
- Provide information regarding the amount of course work and/or degree level regarding the position.
- Provide information regarding past performance evaluations.
- Possess the ability to write clearly and concisely with correct grammar and spelling.
- Demonstrate ability to manage effectively a comprehensive program of student behavior.
- Exhibits knowledge of current and new teaching methodologies.
- Demonstrate knowledge of West Virginia State Policy addressing the evaluation of teachers.
- Exhibits knowledge of needs assessment process, goal setting, and the development of a Strategic Plan
- Exhibits an understanding of the role of the principal in public relations and community involvement.
- Understand and interpret standardized test data in order to improve student learning via curriculum development.
- Possess a working knowledge of grade level content standards and objectives
- Possess a working knowledge of the growth and development of grade level students.
- Demonstrate knowledge of West Virginia school law and state board policies.
- Possess knowledge of how technology can be integrated into the instructional program.
- Demonstrate knowledge of and an ability to successfully implement the school educational programs.
- Demonstrate proficiency in the use of WVEIS, Windows, Internet, e-mail, and word processing.
- Possess the skills to write, obtain and manage grants.
- Performs other duties as assigned.

**FUNCTIONS AND DUTIES:**

- To create a climate conducive to teaching and learning in order to develop and maintain the best possible educational program and environment within the school.
- To assume administrative and instructional supervisory responsibility, under the supervision of the superintendent, for the planning, development, management, operation and evaluation of the educational program of the school.
- To guide and encourage the school's professional personnel in their professional work and their professional growth, so as to secure continuous improvement of instruction and promote healthy growth and adjustment of the pupils.
- To create an environment wherein teachers and pupils may achieve mutual understanding and respect in order that all students may develop positive relationships and experiences within the school setting.
- To maintain a close and cooperative relationship with parents and community and interpret for them the educational program of the school.

- To attend meetings as scheduled by the superintendent or designee.
- To serve on county committees to study policy questions, to recommend policy revision and to formulate and recommend new policies.
- To communicate county and building policies to teachers, parents, and students.
- To schedule and conduct staff meetings.
- To arbitrate disputes between staff members.
- To acquaint the staff with their duties and responsibilities.
- To organize and supervise development of the master schedule, and student scheduling.
- To work with central office personnel in the administration of the school's standardized testing program.
- To develop strategies for the improvement of standardized test scores.
- To supervise the monitoring of student attendance and the generation of student grade reports.
- To take all necessary precautions to safeguard the safety, health, and well-being of pupils and staff members.
- To maintain student discipline in the building, on the school grounds and at all school events by enforcing rules of conduct through the school discipline policy.
- To supervise the work of the office staff and other non-instructional staff within the school assigned.
- To inspect the building regularly and report to appropriate staff members a need for care, maintenance, safety and security.
- To prepare special reports as requested by those to whom accountable.
- To supervise the collection, handling and reporting of school money in accordance with the county policy.
- To plan and recommend summer and vacation maintenance projects for the improvement of the building and grounds.
- To supervise the procurement and distribution of instructional equipment and supplies.
- To supervise guidance and counseling services.
- To coordinate and supervise student assemblies.
- To hold individual and group conferences and classroom visitations with teachers for the improvement of instruction and morale.
- To prepare an annual evaluation report for each employee who is supervised by the principal as directed by the superintendent or designee and board of education policies.
- To help plan, provide, and direct the staff development for school personnel.
- To supervise the development of school bulletins and handbooks.
- To encourage the publicity of school activities.
- To facilitate community use of the school as established by county policy.
- To maintain liaison with community law and other enforcement and welfare agencies.
- To operate within budget limits.
- To maintain a school consistent with state law and school county policy.
- To establish and implement an ongoing school improvement system.
- To implement an environment that promotes teacher growth and recognition.
- To cooperate with special education personnel from the central office.
- To cooperate with curriculum contact persons from the central office.

- To facilitate a program to encourage student involvement in co-curricular activities such as fairs, field days, contests, and other available academic competitions.
- To participate in parent conferences as needed.
- To utilize parent volunteers, tutors, business partnerships and other community resources to assist with the curricular program of the school.
- To conduct one's self in a positive professional manner at all times in order to enhance good public relations, foster loyalty, good ethics and cooperation with all personnel.
- To perform such other tasks and assume such other responsibilities as the superintendent may from time to time assign.
- To facilitate the incorporation of technology in the instructional program.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

#### **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 multimedia 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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

*Revised April 14, 2023*