

Assistant Elementary School Principal

Job Description

Qualifications:

1. Minimum of a masters degree.
2. Holds West Virginia certification as an elementary school principal.
3. Minimum of three years successful teaching experience.
4. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
5. High academic achievement in college education program.
6. Ability to communicate effectively with students, school personnel, and parents.
7. Exhibits knowledge of the elementary school curriculum, school finance, and West Virginia School Law.
8. Exhibits knowledge of the duties and responsibilities of an elementary school assistant principal and the ability to perform the duties and responsibilities as demonstrated in the personal interview.
9. Educational philosophy compatible with the Jackson County Board of Education philosophy.
10. Ability to supervise and evaluate personnel.

Immediate Supervisor: Principal

Duties and Responsibilities:

1. Provides purpose and direction for schools/county.
2. Demonstrates cognitive skills to gather, analyze and synthesize information to reach goals.
3. Manages consensus and group behaviors.
4. Enhances quality of total school/county organization.
5. Organizes and delegates to accomplish goals.
6. Communicates effectively.
7. Provides instructional leadership within the school.
8. Creates a climate conducive to learning.
9. Implements a system of monitoring student progress.
10. Implements a school improvement process.
11. Establishes good public and employee relationships.
12. Evaluates personnel.
13. Maintains professional work habits.
14. Maintains and improves professional skills.
15. Performs other job related duties as assigned by the principal.

Jackson County Board of Education
Revised: January 1993