

Assistant Middle School Principal

Job Description

Qualifications:

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

Immediate Supervisor: Principal

Duties and Responsibilities:

1. Provide purpose and direction for schools/county.
2. Demonstrate cognitive skills to gather, analyze and synthesize information to reach goals.
3. Managing consensus and group behaviors.
4. Enhance quality of total school/county organization.
5. Organize and delegate to accomplish goals.
6. Communicate 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. Supervise athletic and other extracurricular and co-curricular school events as assigned by the principal.
16. Performs other job related duties as assigned by the principal.

Jackson County Board of Education
Revised: June 2004