

High School Principal Job Description

Qualifications:

1. Minimum of a masters degree.
2. Holds West Virginia certification as a high school principal.
3. Successful school administration experience preferred.
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 high school curriculum, school finance, West Virginia school law, and West Virginia Board of Education Policies.
9. Exhibits knowledge of the duties and responsibilities of the high school 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.
12. Knowledge of effective teaching techniques and current school improvement practices.
13. Knowledge and skills to effectively implement digital resources into the curriculum.

Immediate Supervisor: Director of Secondary Education

Duties and Responsibilities:

1. Provide purpose and direction for the school.
2. Provide instructional leadership to the school and establish a culture of high expectations for staff and students.
3. Provide sound fiscal management through adherence to county and state policies addressing school finance.
4. Demonstrate cognitive skills to gather, analyze, and synthesize information to reach goals.
5. Manage consensus and group behaviors.
6. Enhance quality of total school/county organization.
7. Organize and delegate to accomplish goals.
8. Communicate effectively in written and verbal form.
9. Create a climate conducive to learning.
10. Implement a system of monitoring student progress.
11. Implement a school improvement process.
12. Establish good public and employee relationships.
13. Frequent monitoring of instruction.
14. Evaluate personnel.
15. Maintain professional work habits.
16. Maintain and improve professional skills.

17. Supervise athletic and other extracurricular/co-curricular school events.
18. Effective use of technology.
19. Perform other job related duties as assigned by the Director of Secondary Education.

Jackson County Board of Education

Reference: State Board Policy 5310

Adopted: June 20, 1985

Revised: April 12, 2017