

Summers County Schools  
Job Description  
Assistant Principal Summers County Comprehensive High School

**QUALIFICATIONS:**

- **Master's Degree in Administration or have an Administrative Certificate.**
- **Principal Certificate for appropriate grades**
- **Teaching experience**
- **Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G4**
- **Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1.**

**RESPONSIBLE TO:**

**Principal**

**EMPLOYMENT TERM:**

**215 Days**

**SALARY:**

**State Scale plus Principal's Index**

**JOB RESPONSIBILITIES:**

- The Assistant Principal will assume the duties assigned by the principal.
- The Assistant Principal will assume all of the following duties in the absence of the principal.
- Be the instructional leader of the school.
- Schedule the school, students and personnel.
- Implement and revise annually the strategic plan.
- Evaluate, according to state and county policies, all personnel.
- Write, review and revise when needed, school policies.
- Produce and disseminate a student and an employee handbook.
- Schedule and conduct Local School Improvement meetings in accordance with WV Code 18-5A.
- Communicate effectively with parents, parent groups, school volunteers and outside agencies.
- Manage the school finances in accordance with the Accounting Procedures Manual for the Public Schools in the state of West Virginia.
- Maintain confidentiality as defined in FERPA.
- Discipline students and personnel according to school, county and state policies.
- Uphold all school, county and state board policies as well as WV Code.
- Manage all federal programs including Title I, Child Nutrition and Special Education according to policy.
- Coordinate all required committees including the curriculum team and safety committee.
- Maintain inventory including technology.
- Oversee the cleanliness of the building/grounds and report any building maintenance needs.
- Communicate with the central office regularly and in a timely fashion.
- Prepare all required reports accurately and in a timely manner.
- In secondary schools, manage all aspects of athletic programs.
- Follow county attendance policy and utilize counselors for at risk students.
- All other related duties and responsibilities as directed by the principal or superintendent.