

Summers County Schools
Job Description
Secondary (Middle/High) School Principal

QUALIFICATIONS:

- 1. Hold a Professional Certificate for teaching.**
- 2. Hold a master's degree in Administration or a related educational field with administrative experience.**
- 3. Hold a Principal's Certificate in grades 9-12;**
- 4. Must hold a Vocational Administrator's Certificate in grades 9-12;**
- 5. Have successful teaching experience, as documented by evaluations, and be certified to teach any grades 9-12.**
- 6. Must have successful administrative experience as documented by evaluations;**
- 7. Be able to pass a background check and drug test.**
- 8. Successfully complete the interview.**

SALARY: State Scale plus Principal's Index

TERM: 230 days

JOB RESPONSIBILITIES:

- 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;

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- 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;
- Manage all aspects of athletic programs.
- Follow county attendance policy and utilize counselors for at risk students;
- Any other duties assigned by the superintendent.