RALEIGH COUNTY SCHOOLS
Job Description

POSITION: Principal

IMMEDIATE SUPERVISOR: Assistant Superintendent for Elementary or Director of Secondary Education, as appropriate

FLSA STATUS: Exempt

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by RCBOE

SALARY: Pursuant to WV Code §18A-4-2, in accordance with Raleigh County Administrative Salary Schedule, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and RCBOE Policy C.2.3, Performance Evaluation of School Personnel ï Administrative Procedures

JOB SUMMARY: The Principal is the ñprofessional educator who functions as an agent of the county board and has responsibility for the supervision, management and control of a school or schools within the guidelines established by the bounty board. The principalôs major area of responsibility is the general supervision of all the schools and all school activities involving students, teachers and other school personnel.ò (Pursuant to WV Code §18A-1-1)

PERFORMANCE RESPONSIBILITIES: *(In accordance with WV Code §18A-2-9)*

- Assume full administration of the school
- Responsible for the distribution and inventory of textbooks and instructional supplies
- Responsible for the supervision and evaluation of the faculty and staff, including extra-curricular assignments
- Responsible for the preparation of Federal, State, and County reports
- Responsible for the development of the master schedule
- Responsible for coordinating ancillary services necessary for the operation of the school, including, but not limited to, budgeting, transportation, support services including child nutrition and custodial services, pupil services, health and social services, federal programs, special education, common planning, knowledge of best practices relative to curriculum & instruction and school improvement, technology integration, and ADA compliance including 504 plans

- Responsible for assisting the staff with student relations, staff development, community relations, student discipline, student attendance, student supervision, the instructional program and the Local School Improvement Council
- Implement and administer regulations, policies, and procedures pertaining to student conduct
- Responsible for all aspects of athletics, including scheduling of activities and officials, ordering and inventory of equipment, and budgeting
- Responsible for arranging for substitute teachers and providing appropriate orientation and evaluation of their performance
- Promote a positive school environment, including positive utilization of the faculty senate
- Perform other related duties as assigned by the superintendent and/or immediate superivsor

QUALIFICATIONS:

Valid teaching certificate licensing the individual to teach in the specializations and grade levels, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a and §18A-2-9.

- Masterôs Degree
- Hold a valid West Virginia administrative certificate at the appropriate programmatic level
- Completion of the WV Evaluation Leadership Institute
- Minimum five years successful teaching experience; preference for experience at the appropriate programmatic level
- Knowledgeable in school curriculum at the appropriate programmatic level
- Knowledgeable in County, State, and Federal policies
- Demonstrated ability to work cooperatively and effectively with others and as a member of an educational team
- Effective written and oral communication skills
- Demonstrated ability to integrate computers and technology in educational leadership
- Demonstrated ability to implement innovative programs related to the appropriate programmatic level
- Demonstrates self-control
- Maintain or upgrade skills by working toward self-improvement, reacting favorably to constructive criticism, and attending in-service training and available workshops

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.