

**Cabell County Schools**  
**Job Description**  
**Assistant Principal- Elementary**

**Position:** Assistant Principal - Elementary

**Supervisor:** Principal

**Salary:** Based on FTE, Degree and Years of Experience

**Length of Employment:** 213 Days

**Qualifications:**

1. Hold or be eligible for West Virginia administrative certification for elementary principal and have a current passing score on the PRAXIS II test for administrative certification.
2. An **Elementary Education** degree is preferred.
3. Successful teaching experience in elementary education.
4. Has completed the state required evaluation training.
5. Working knowledge of the duties and responsibilities of the position.
6. Demonstrates knowledge of elementary curriculum and instruction, leadership and knowledge of county Math and Reading programs.
7. Demonstrates ability to work cooperatively and effectively with others and works effectively as a member of an educational team.
8. Effective written and oral communication skills necessary for maintaining effective relationships with the school community.
9. Demonstrates self-control and effective decision making skills.

**Responsibilities:**

1. Assumes full charge of the school in the absence of the principal, subject to the same definitions and limitations of responsibility and authority as the principal.
2. Assists in the development and implementation of strategic planning.
3. Assists in the supervision, distribution and inventory of textbooks and instructional supplies.
4. Assists in the supervision and evaluation of faculty and staff.
5. Assists in the preparation of reports.
6. Assists in coordinating ancillary services necessary for the operation of the school. These services include, but are not limited to transportation, support services, pupil services, health and social services, federal programs and special education.

7. Assists the staff with student relations, personnel development, community relations, student discipline, attendance and the instructional program.
8. Implements and administers regulations, policies, and procedures as pertains to student conduct.
9. Assists in the review, selection and recommendation of equipment and instructional supplies.
10. Assists in conducting needs assessments and making recommendation for curricular offerings and program innovations.
11. Assists with scheduling extra-curricular activities, scheduling classes and the preparation of student schedules.
12. Assists in providing for teacher accountability systems which might include reviewing lesson plan books, monitoring grades, documenting student progress and reviewing homeroom registers, etc.
13. Assists in enrollment, orientation and placement of students.
14. Assists in coordinating a county activity calendar and supervising county contests and competition
15. Assists in coordinating the state testing program.
16. Assists in supervising school sponsored activities involving students which occur after the regular school day.
17. Assists in providing a system of monitoring and documenting student progress and other statistics, i.e., attendance, drop-out information, etc.
18. Assists in the supervision of instruction and evaluation and implementation of the school's instructional program.
19. Assists in the planning and presentation of staff development programs and regularly scheduled faculty and instructional meetings.
20. Assists in arranging for substitute teachers and provide appropriate orientation and evaluation of their performance.
21. Maintains or upgrades skills by working toward self-improvement, reacting favorably to constructive criticism, and attending in-service training and available workshops.
22. Assists with the orientation of new staff members throughout the year.
23. Performs other related duties and responsibilities as assigned by the principal.

