

**CABELL COUNTY SCHOOLS**  
**JOB DESCRIPTION**  
**Elementary Principal**

**Position:** Elementary Principal

**Supervisor:** Administrative Assistant for Elementary Schools

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

**Length of Employment:** 225 Days

**Supervises:** All persons assigned to the building for which responsible.

**Qualifications:**

1. Hold, or be eligible for, West Virginia administrative certification for elementary principal.
2. An **Elementary Education** degree is preferred.
3. **Five (5)** years successful elementary teaching experience in multi-subjects, including language arts preferred.
4. Two (2) years elementary administrative experience preferred.
5. Has completed the state required evaluation training.
6. Working knowledge of the duties and responsibilities of the position.
7. Demonstrates knowledge of elementary curriculum and instruction, leadership and knowledge of county Math and Reading programs.
8. Demonstrates ability to work cooperatively and effectively with others and works effectively as a member of an education team.
9. Effective written and oral communication skills necessary for maintaining effective relationships with the school community.
10. Demonstrates self-control.
11. Preferably possesses computer technology skills in the following areas: Student Management System, ISAC, Computerized Point of Service Program, Internet, home page construction and maintenance, E-mail, Windows 95 and/or Windows 98, Windows 2000, Accelerated Reader and STAR Program, WV Basic Skills Program, mclass, GradeQuick and Edline.
12. Demonstrates the ability to use computers and train teachers in the use of computers.
13. In accordance with Senate Bill 300, the applicant must demonstrate skills in:
  - a. Staff relations, including, but not limited to, the development and use of skills necessary to make a positive use of faculty senates, to manage faculty and staff with courtesy and mutual respect, coach and motivate employees and to build consensus as a means of management;
  - b. School community leadership qualities, including, but not limited to, the ability to organize and leverage community initiative, communicate effectively, work effectively with local school improvement councils, manage change, resolve conflict, and reflect the highest personal values;

- c. Educational proficiencies, including, but not limited to, knowledge of curriculum instructional techniques, student learning styles, student assessment criteria, school personnel performance, evaluation skills and family issues; and,
  - d. Administrative skills, including but not limited to, organizational, fiscal, public policy and total quality management skills and techniques.
14. Understanding of *West Virginia Code §18A-7-a*, as it relates to employment, promotion and transfer of professional personnel; seniority.

**Responsibilities:**

1. Provide curriculum and instructional leadership and support to implement prioritized curriculum and programs of study.
2. Involve all school staff members in implementing strategic planning.
3. Involve all school staff members in implementing the three-year plan.
4. Involve staff in initiating, designing, and implementing programs to meet specific needs of the school.
5. Manage staff, students and facilities so as to create an atmosphere conducive to teaching and learning.
6. Implement a system to monitor student progress.
7. Involve staff in planning, writing, and implementing ongoing school improvement plans.
8. Establish and maintain good public/community and employee relations.
9. Supervise distribution and inventory of textbooks and instructional supplies.
10. Coordinate 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.
11. Maintain accurate records of each student's attendance, and works with the county attendance director on student attendance.
12. Interview and recommend qualified personnel for appointment to positions in the building.
13. Evaluate personnel under his/her supervision.
14. Plan, direct and/or coordinate staff development programs for personnel and conduct regularly scheduled faculty and instructional meetings.
15. Implement teacher accountability systems which might include reviewing lesson plan books, monitoring grades, documenting student progress and reviewing homeroom registers, etc.
16. Must be able to use the individual school accounting system and practice sound accounting procedures in accordance with district policy and procedures. Maintains school funds in a businesslike manner.
17. Supervises enrollment, orientation, and placement of students.
18. Management of extracurricular activities.
19. Supervises the state testing program.

20. Maintain professional work habits and must be willing to work and participate in after-school programs, events, and special activities.
21. Maintain and upgrade professional skills by working toward self-improvement, reacting favorably to constructive criticism, and attending in-service training and available workshops.
22. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
23. Arrange for substitute teachers and provide appropriate orientation and evaluation of their performance.
24. Maintain high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students.
25. Must be able to train teachers and conduct staff development in the use of computers.
26. Must be able to train staff members in the use of the TSSI system.
27. Provide direction and leadership to the school staff in the county reading initiative.
28. Maintains and follows all current Cabell County Board of Education policies.
29. Attend technology training sessions.
30. Perform other related duties as assigned by the Administrative Assistant for Elementary Schools.