

CABELL COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: EVENING SCHOOL PRINCIPAL

REPORTS TO: Coordinator of Student Services

SUPERVISES: All staff members designated by the Board

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote a climate for educational development for each student.

QUALIFICATIONS:

1. Must have completed an educational administration program from an accredited school.
2. Hold and maintain West Virginia certification as a principal at grades 9-12;
3. Minimum of two or three years administrative experience at building level preferred.
4. Documented successful experience as a building administrator.
5. 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 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 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;

Administrative skills, including, but not limited to, organizational, fiscal, public policy and quality management skills and techniques.

Demonstrate curriculum and instructional leadership, including management of compliance with federal and state policies and procedures, and, commitment to Cabell County's Strategic Plan.

Demonstrate understanding and knowledge of management operations in a large high school.

8. Demonstrate personal and technical skills to support others daily as they take on major challenges.
9. Can create environment that will allow school people to take risks.
10. Demonstrate current knowledge of educational research and development.
11. Demonstrate a clear sense of understanding, purpose, and vision for what schools in the year 2000 and beyond must be, especially in technology areas.
12. Demonstrate effective written and oral communication skills.
13. Allow background checks as deemed necessary.
14. Demonstrate knowledge and ability regarding organizational relationships associated with

Coordinating the responsibilities of the position to the needs of the school system.

PERFORMANCE RESPONSIBILITIES:

1. Provide curriculum and instructional leadership and support to implement the programs for all learners, including instructional procedures in compliance with federal, state, and county policies and procedure.
2. Develop new student programs and services.
3. Manage staff, students, and facilities so as to create an atmosphere conducive to teaching and learning for all: students, staff, and community.
4. Support staff as they take on restructuring challenges that fit the mission of the school.
5. Implement a system to monitor student progress and to improve student performance.
6. Plan, direct and/or coordinate an ongoing school improvement process.
7. Develop a procedure for long-term planning for school improvement efforts.
8. Establish and maintain positive public and employee relations.
9. Constantly remind staff, students, and community of the vision the school has for the students and community it serves.
10. Interview and recommend qualified personnel for appointment to positions in the building.
11. Insure the evaluation of staff is timely and completed in an open and honest manner.
12. Plan, direct and/or coordinate staff development for personnel within the building.
13. Establish and use sound accounting procedures in accordance with district policies and procedures and maintain school funds in a business like manner.
14. Acquire flexible resources through competitive grants and from assistance from businesses.
15. Maintain professional work habits.
16. Maintain and upgrade professional skills.
17. Prepare or supervise the preparation of reports, records, lists, and all other paperwork and required or appropriate to the school's administration.
18. Maintain high standards of student conduct and enforce discipline as necessary, according due process to the rights of students.
19. Assume responsibility for the safety and administration of the school plant.
20. Act as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
21. Implement a student-staff advisee program.
22. Other duties as deemed necessary.

EVALUATION:

Job performance will be evaluated in accordance with provisions of the Cabell County Board policy on evaluation of professional personnel.