

MENTOR PRINCIPAL  
JOB DESCRIPTION

Position: Mentor Principal

Location: Schools where beginning principals are employed.

Salary: \$300 per semester

Reports to: Administrative Assistant for Elementary/Secondary Education

**Qualifications:**

1. Minimum of five years successful administrative experience.
2. Must have completed state approved staff development program for mentors.
3. Demonstrates ability to transmit effective administrative strategies.
4. Is a good listener.
5. Can communicate openly with peers.
6. Demonstrates nonjudgmental observations and confirming skills.
7. Must have computer skills with WVEIS state-wide computer system.

**Major Duties/Responsibilities:**

1. Coordinate with and follows direction of Administrative Assistant to implement County mentorship plan.
2. Must meet with interning principal at least three times per semester during the school year.
3. Complete a log of all activities between the mentor and new administrator, including observations, conferences and support team meetings. The log includes date of meetings and topics of discussion.
4. Discussion at meeting may include but not limited to evaluation of personnel, budgeting, scheduling, instructional leadership, discipline, public relations, conference skills, computerized accounting, etc.
5. The mentoring principal will be provided release time from regular duties for mentoring as agreed to by the county superintendent.
6. Be a role model in all aspects of professionalism.
7. Support and counsel new administrator.
8. Attend planning meetings organized by Administrative Assistant.

