

**HANCOCK COUNTY SCHOOLS  
NEW CUMBERLAND, WEST VIRGINIA**

**POSITION: Assistant Principal**

**GENERAL JOB DESCRIPTION:** Visits classrooms observing teaching methods and techniques and consulting with teachers concerning problems of work; counsels students concerning course of study and schedule changes; handles disciplining students and confers with parents and students concerning conduct of students; holds group or individual conferences with parents, students, and teachers; assists in matters of school program scheduling; assists in business and other record keeping and report preparation; supervises lunch program at school; supervises extra-curricular activities; promotes 21<sup>st</sup> Century Learning principles.

**QUALIFICATIONS:**

A. Education.

Possession of a Master's Degree in Education, as well as appropriate valid West Virginia Teaching Certificate; either possess or be eligible for a West Virginia Principal's Certificate for the respective grades.

B. Experience.

A total of three (3) years preferred of progressively responsible professional experience in elementary/secondary teaching in an approved school.

C. Possess a common core of understanding of 21<sup>st</sup> Century Learning principles, co-teaching, and differentiated learning strategies.

**FUNCTIONS AND RESPONSIBILITIES:** This individual is responsible for assisting in the administration of educational and other programs at an elementary/secondary school and performs related work as required.

Knowledge of educational principles, practices, methods, techniques and materials; knowledge of education administration.

Ability to assist in the administration of educational programs at an elementary/secondary school; ability to supervise the work of others; ability to establish and maintain effective working relations with others; ability to express oneself clearly, both orally and in writing; ability to establish a good working rapport with students.

- maintaining a professional appearance.
- creating a climate conducive to teaching and learning.
- implementing a system to monitor and report student progress.
- establishing and implementing a school improvement process.

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### **FUNCTIONS AND RESPONSIBILITIES (Continued):**

- establishing positive public and employee communication relations.
- evaluating personnel under his/her supervision.
- using walk throughs in visiting classrooms to observe teaching methods and techniques and consulting with teachers concerning problems of work.
- maintaining and improving professional work habits.
- maintaining and upgrading his/her professional skills.
- implementing county policies and procedures.
- attending meetings as required.
- completing any other tasks as directed by the immediate supervisor.
- possessing a strong background in special education and in working with students with disabilities, behavior, and emotional needs.
- analyzing data from a variety of sources.