

HANCOCK COUNTY SCHOOLS
NEW CUMBERLAND, WEST VIRGINIA

POSITION: **JDR4CC Assistant Principal, 220 days**

QUALIFICATIONS: Education -- Possession of a Master's Degree in Education, either possess or be eligible for a West Virginia Principal's Certificate for the respective grades

FUNCTIONS AND RESPONSIBILITIES:

- Assist in developing more diverse and effective Adult Night Programs.
- Work nights at the JDR4CC when these night classes are in session or other functions at the Career Center designated by the CTE Director.
- Evaluate/observe Professional staff at the JDR4CC.
- Evaluate/observe Service Personnel at the JDR4CC.
- Monitor all lesson plans for instructors at the JDR4CC and provide pertinent and relevant feedback.
- Monitor all aspects of the WVDE Business and Industry walkthroughs.
- Monitor all aspects of the WVDE NOCTI standardized testing.
- Recruit students from the county high schools and middle schools by arranging, attending, and facilitating tours to the JDR4CC, attending recruit visits to the middle schools and high schools, and recording the data to be used to plan new programs or recommend programs to be removed based on the data found.
- Supervise all aspects of the Adult Ed program (AE)
- Monitor all aspects of the AE renewal grant.
- Student management: Coordinate the discipline issues with the home high schools. Facilitate student management throughout the JDR4CC. Confer with parents concerning these issues.
- Analyze data to schedule students into programs with the assistance of the home high school guidance counselors and administration.
- Visit and manage the Simulated Workplaces at the home high schools.
- Visit other WV career centers to gain insight on programming, best practices, and educational delivery.
- Analyze and explore scheduling that may assist the HCS students attending the JDR4CC to have the ability to get more than one completion of programs.
- Organize CTE award night.
- Organize PN Graduation.
- Organize and administer all aspects of TASC Testing.
- Organize and administer all aspects of the Service Personnel testing.
- Promote, administer, and facilitate the Governor's Completer Credential.
- Facilitate, attend, and promote all aspects of the Skills USA competition.
- Be a part of the interview team for new personnel at the JDR4CC.
- Promote the WVDE CTE Program Modernization Grants.
- Promote the WVDE CTE Yanni Grant for students that meet the criteria.

JDR4CC Assistant Principal (Continued)

- Coordinate and organize student and teacher attendance at the annual Project Best Job Fair in Wheeling @ Wesbanco.
- Assist in developing summer adult programs at the JDR4CC.
- Assist and track all fire marshal related drills at the JDR4CC.
- Work with adult programs with COE compliance. Assist in writing this COE annual report.
- Assist with HCS Virtual School/Edmentum Options.
- Coordinate all aspects of the WVDE Simulated Workplace initiative.
- Attend all CTE workshops by the WVDE.
- Attend the AE Conference.
- Facilitate CE and professional development at the JDR4CC.
- Coordinate all aspects of special population students as required of agencies accepting federal Perkins funding.
- Serve as IEP Team member representing CTE for students under IEP or 504.
- Coordinate all program modifications as required by IEPs and/or 504s
- Compile, maintain, and submit all data, testing, and student records as required for agencies accepting federal Perkins funding.
- Coordinate and monitor all vocational testing as provided and required for the state department of education.
- Assist in writing the 5-year plan for the JDR4CC.
- Represent the JDR4CC as a member of the LSIC, safety committee, any CAP involving the JDR4CC, and attend all faculty senate meetings as a non-member of the Faculty Senate.
- Monitor staff absences and monitor TSSI.
- Supervise staff, students, and the building in the absence of the CTE Director.
- Maintain professional work habits.
- Maintain and upgrade professional skills.
- Other duties assigned by the CTE Director, Assistant Superintendent, and Superintendent.
- Align the JDR4CC with WVDE initiatives to stay current with the state.
- Organize student interviews for registration purposes for the next school year.
- Any other duties prescribed by the Director of CTE, Assistant Superintendent/Deputy Superintendent/Superintendent.