



## GRANT COUNTY SCHOOLS

204 Jefferson Avenue  
Petersburg, WV 26847  
304-257-1011/FAX 304-257-2453

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### JOB DESCRIPTION

#### JOB TITLE: Principal

**Supervisor:** Superintendent

#### **Qualifications:**

- WV Professional Administrative Certificate with Endorsement as Principal
- Master's Degree or above in education
- Onsite Administrative experience preferred (5 + years)
- Successful experience as a teacher
- Knowledge of Support for Personalized Learning (SPL)
- Knowledge of best practices relative to curriculum and instruction/school improvement
- Excellent verbal and written skills
- Ability to work cooperatively/effectively with students, staff, parents, and public
- Excellent interpersonal skills and organizational abilities
- Knowledge/skills to utilize WVEIS/WVEIS on the WEB
- Outstanding work habits/attributes
- Thorough knowledge of the Employee Code of Conduct
- Ability, knowledge, skills, core beliefs, expertise, and passion to provide leadership and to execute the responsibilities of the position.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration; Applicants who have recent unsatisfactory evaluations are not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not be eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation.

**Purpose:** To serve as the chief administrator of a school in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.

#### **Duties/Responsibilities:**

**Supervises all school personnel**, directly and/or indirectly

**General Planning:** conceptualizes the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program.

**General Coordination:** ensures that the school program is compatible with the legal, financial and organizational structure of the school system. The principal defines the responsibilities and accountability of staff members and develops plans for interpreting the school program to the community.

**Enhancement of Personnel Skills:** provides activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.

**School Objectives:** identifies the annual objectives for the instructional, extracurricular, and athletic programs of the school.

**Curriculum Objectives:** ensures that instructional objectives for a given subject and/or classroom are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program. The principal provides opportunities for staff participation in the school program.

**Establishes Formal Work Relationships:** evaluates student progress in the instructional program by means that include the maintaining of up-to-date student data. The principal supervises and appraises the performance of the school staff.

**Facilitates Organizational Efficiency:** maintains inter-school system communication and seeks assistance from central office staff to improve performance. The principal maintains good relationships with students, staff, and parents. The principal complies with established lines of authority.

**New Staff and Students:** orients and assists new staff and new students and provides opportunities for their input in the school program.

**Community:** encourages the use of community resources, cooperates with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members.

**Supplies and Equipment:** manages, directs, and maintains records on the materials, supplies and equipment which are necessary to carry out the daily school routine. The principal involves the staff in determining priorities for instructional purposes.

**Services:** organizes, oversee, and provides support to the various services, supplies, material, and equipment provided to carry out the school program. The principal makes use of community resources.

**Coordination/ Communication:** Communicates and coordinates effectively with supervisor, senior staff members, school personnel, and other stakeholders as appropriate to ensure growth towards school and county goals.

**Athletics Events: (Middle/High School):** Principals of middle and or high schools with WVSSAC sanctioned sports are expected to attend/oversee no less than 50% of all home athletic contests and ensure appropriate administrative oversight of events.

**Other duties:** as assigned by the Superintendent