

**PRESTON COUNTY SCHOOLS**  
731 Preston Drive, Kingwood, West Virginia 26537 - 304-329-0580 - Fax 304-329-0720  
**NOTICE OF VACANCY**  
**2010-2011 SCHOOL TERM**

Posting Date:	June 29, 2010	Closing Date:	July 13, 2010
Posting Title:	Principal	Location:	Aurora School
Employment Term:	215Days 2010-2011 School year.		
Immediate Supervisor:	Superintendent / Assistant Superintendent		
Salary:	Based upon certification, experience, and principal salary supplements.		
Certification:	Principal PK-6		

To bid on this position, submit a bid sheet, letter of interest, a copy of Administrative Certificate, and resume' to Personnel Office, Preston County Schools, 731 Preston Drive, Kingwood, West Virginia 26537 or by fax.

**Responsibilities:**

In addition to established laws, policies, rules and regulations, job descriptions for administrators shall include the following responsibilities:

1. Demonstrates instructional leadership to enhance school effectiveness by improving instruction and augmenting student performance,
2. Provides purpose and direction for schools/county,
3. Demonstrates cognitive skills to gather, analyze and synthesize information to reach goals,
4. Manages group behaviors to achieve consensus,
5. Enhances quality of total school/county organization,
6. Communicates effectively, and
7. Effective July 1, 2003, provides leadership in the implementation of technology standards.
8. Provides for the development, oversight and implementation of the Safe & Drug Free Schools Grant for the County.
9. May, at the Superintendents discretion, assume responsibility for calling out substitute personnel.
10. Perform tasks and assume other responsibilities as the Superintendent or immediate supervisor may assign.

**Minimum Qualifications:**

1. Possess Master's Degree in Education, Administration/ Leadership Studies;
2. Possess WV Teacher Certification endorsed for PK-6 or eligible for such;
3. Possess three years of Elementary Pre K-6 Teaching experience or comparable experience;
4. Possess superior interpersonal skills and organizational abilities;
5. Possess excellent verbal and writing skills;
6. Possess knowledge of school law, state policy and federal education law and policy;
7. Possess ability to work with school/community relations;
8. Possess proficiency in the use of technology for effective school management, including WVEIS, Windows and Internet;
9. Possess a general understanding of the operations of elementary school programming;
10. Possess knowledge of the process for developing and implementing a Unified School Improvement Plan;
11. Possess the ability to effectively develop and implement a positive or preventive student management program;
12. Possess the ability to desegregate test scores and develop programs to combat areas of relative weakness;
13. Possess the knowledge and understanding of how to effectively utilize evaluations and staff development to improve employee effectiveness;
14. Possess the knowledge of effective strategies for meeting the educational needs of all students;
15. Possess the ability to effectively carry out responsibilities of the position.

**Performance Characteristics:**

- I. Performance characteristics in this section are the state adopted responsibilities for administrators. The purpose is to clarify responsibilities of the administrator and to provide guidance to the administrator in understanding job expectations.
- II. Instructional Leadership
  - A. Demonstrates instructional leadership to enhance school effectiveness by improving instruction and augmenting student achievement. Items which reflect instructional leadership competencies:
    1. Demonstrates a knowledge of supervision to improve instruction,
    2. Uses the evaluation process to improve instruction effectively,