

Corrected Posting

Marion County Board of Education
1516 Mary Lou Retton Drive
Fairmont WV 26554

AW
TO: Qualified Personnel
FROM: Andy Neptune, Administrative Assistant
SUBJECT: VACANCIES
DATE: July 12, 2017

The following professional positions are being considered for the 2017-18 School Year:

Assistant Principal – West Fairmont Middle School P17 07 12 02

Qualifications:

1. West Virginia principal certification
2. MA Degree (minimum degree level)
3. Three (3) years successful teaching experience
4. Understanding of the unique characteristics of middle level students academically, emotionally, and socially
5. Knowledge and skills to support a safe and healthy school environment for middle level students
6. Ability to engage all stakeholders in the support of the students and the school community
7. Ability to share in the development of future leaders among staff and students

Reports to: Principal of school

Supervisory Responsibilities: The assistant principal shall assist the administrative head of the school to which he/she is assigned. The assistant principal may have duties ranging from minimal to total responsibility in any or all of the following job responsibilities.

Job Responsibilities:

1. Demonstrates instructional leadership to enhance school effectiveness by improving instructions, and augmenting student performance
2. Provides purpose and direction for schools and county
3. Demonstrates cognitive skills to gather, analyze and synthesize information to reach goal
4. Manages group behaviors to achieve consensus
5. Enhances quality of total school and county organization
6. Organizes and delegates to accomplish goals
7. Communicates effectively

Qualifications: Job Description 3.05
Terms of Employment: 225 Days
Salary: As per 2017-18 Marion County Schools pay scale

Posting numbers MUST be on all vacancy forms.

Appointment will be made in accordance with West Virginia school law. Anyone interested in applying for the vacancies as posted, should submit an Application for Vacancy form to the Personnel Office, Marion County Schools, 1516 Mary Lou Retton Drive, Fairmont, WV 26554. All applications must be received by 4:00 p.m. on July 20, 2017.

"No person in the United States shall, on the grounds of race, color or national origin, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."