

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

TO: Qualified Personnel  
FROM: Andy Neptune, Administrative Assistant  
SUBJECT: VACANCIES  
DATE: July 5, 2018

The following professional positions are being considered for the 2018-19 School Year:

**Assistant Principal – East Park School P18 07 05 06**  
**Interviews for this position will be held Friday, July 13, 2018**

Terms of Employment: 225 Days, Salary/work year as established by the Marion County Board of Education

Qualifications:

1. West Virginia principal certification
2. MA Degree (minimum degree level)
3. Three (3) years successful teaching experience

Supervisory Responsibilities: The principal shall be the administrative head of the school to which he/she is assigned. He/she is recognized as the instructional leader and staff officer of the superintendent, subject to the limitations of the law and the county board of education regulations.

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

Reports to: Superintendent

Job Description: 3.09

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the board's evaluation policy.

**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 5:00 p.m. on July 11, 2018.

*"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."*