



GRANT COUNTY SCHOOLS

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

JOB DESCRIPTION

JOB TITLE: Principal Induction Specialist

Supervisor: Assistant Superintendent

Qualifications:

- WV Professional Administrative Certificate
- Demonstration of successful experience as an administrator, 10 + years
- Excellent verbal and written skills
- Ability to work cooperatively/effectively with teachers and administration
- Excellent interpersonal skills
- Outstanding organizational skills/work habits/qualities
- Ability to flexibly schedule, must be available during the instructional day
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- 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;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Job Goals:

Collaborate with beginning principal(s), school staff, and district staff to enhance the effectiveness of beginning principal induction.

Duties/Responsibilities:

1. Follow the Grant County Schools WVSIPP as it relates to principal induction.
2. Observe and conference with assigned beginning principal.
3. Assist beginning principal in a mentoring rather than evaluative role.
4. Serve as a member of the professional support team.
5. Without betraying confidentiality, keep district administration informed of interventions with the assigned beginning principal.
6. Keep all interventions with the discussions regarding the beginning principal confidential.

7. Learn, practice, and teach strategies to assigned beginning principal.
8. Provide written documentation of interventions with assigned beginning principal monthly.
9. Keep or complete other pertinent records as required by the district.
10. Develop a professional relationship with the assigned beginning principal.
11. Assist with continued development of the WVSIPP for the district.
12. Complete any other duties as assigned by supervisor.