

MENTOR PRINCIPAL JOB DESCRIPTION

Position: Mentor Principal

Location: As per Posting

Salary: \$300 per Semester

Supervisor: Executive Director of Programmatic Level per Posting

Qualifications:

1. Minimum of five years' successful administrative experience.
2. Must be able to demonstrate and model effective administrative strategies.
3. Display of excellent interpersonal skills, such as listening and clear communication.
4. Ability to communicate openly with peers.
5. Demonstrate nonjudgmental observations while communicating with mentee.
6. Must be proficient with technology skills (ex: WVEIS).
7. Be a role model in all aspects of professionalism.

Responsibilities:

1. Follow directions of the programmatic level Executive Director to implement County mentorship plan.
2. Meet with interning (new) principal/mentee at least three times each semester.
3. Provide training/discussion around topics of (but not limited to) evaluation of personnel, school budget/finance, scheduling, instructional leadership, discipline, public relations, conferencing skills, various school accounts, successful communication techniques, tips with working with families.
4. Complete activities log with mentee, including observations, conferences and support from team meetings. The log must include the dates of each meeting, as well as topic of discussion.
5. Offer general and professional support to the new administrator/mentee throughout the school year.
6. As needed, attend planning meetings organized by the programmatic level Executive Director.

PLEASE NOTE: The mentoring principal will be provided release time from regular duties for mentoring as agreed to by the county superintendent.

Revised 12/01/2021