

WOOD COUNTY SCHOOLS
JOB DESCRIPTION
Assistant Principal of Teaching, Learning & Student Success

TITLE:	Assistant Principal of Teaching, Learning & Student Success
QUALIFICATIONS:	1. A valid West Virginia teaching certificate. 2. A valid West Virginia Administrative Certificate. 3. A minimum of three (3) years of successful teaching experience. 4. Demonstrated knowledge of research-based instructional practices, tiered intervention, and progress monitoring.
REPORTS TO:	Building Principal
JOB GOAL:	To provide instructional leadership and targeted student support that improves academic achievement, attendance, and overall student success through data-driven decision-making and collaborative intervention systems.
SALARY:	According to the Wood County Salary Schedule for Assistant Principals <i>Continuation of position is contingent upon availability of Title I funds.</i>
TERM OF EMPLOYMENT:	215 days
EVALUATION:	Performance will be evaluated by the Building Principal in accordance with WVDE Policy 5310 and Wood County Board of Education Policy 4117.

Assistant Principal of Teaching, Learning & Student Success
Major Job Functions and Expectations

1. Provide instructional leadership through classroom observations and feedback.
2. Model effective instructional delivery and behavioral support strategies while providing coaching aligned to evidence-based practices.
3. Ensure adopted curriculum and high-yield instructional practices are implemented with fidelity.
4. Analyze formative and summative assessment data to guide instructional decisions and targeted academic and behavioral interventions.
5. Coordinate with school leadership and student support teams to review schoolwide data and guide the implementation of integrated academic, behavioral, and attendance supports aligned to MTSS.
6. Support the development, implementation, monitoring, and evaluation of the school's continuous improvement plan.
7. Coordinate and deliver job-embedded professional development aligned to student needs and schoolwide goals.
8. Provide support for new and emerging professional instructional staff and service personnel.

9. Oversee tiered academic, behavioral, and attendance interventionists supported through Title I programming.
10. Collaborate with general education teachers, special education staff, student support teams, and families to develop, implement, and monitor student intervention plans.
11. Assist in monitoring student progress and document intervention effectiveness to support continuous improvement.
12. Monitor school attendance data and collaborate with families and community partners to address barriers to student engagement and attendance, including support for students eligible under the McKinney-Vento Act.
13. Collaborate with the Director of Attendance and Student Services to analyze attendance data and develop targeted strategies to decrease chronic absenteeism.
14. Promote student engagement, attendance, and academic success.
15. Assist in coordinating and participating in Title I parent and family engagement activities aligned to the approved schoolwide plan.
16. Ensure that Title I-funded services supplement, not supplant, core instructional services.
17. Maintain required documentation and assist with Title I monitoring, audits, and program reviews.
18. Work effectively as a member of an educational team by communicating professionally and exhibiting self-control, mutual respect, ethical conduct, and responsible work habits with students, staff, families, community partners, and district personnel.
19. Contribute positively to the climate of the school by fostering collaboration, respect, and a shared commitment to student success.
20. Supports school leadership in implementing instructional, behavioral, and attendance interventions while serving in a non-disciplinary, non-evaluative instructional leadership capacity.
21. Perform other duties as assigned by the Building Principal.

FUNDING SOURCE: Title I, Part A