

# MCDOWELL COUNTY SCHOOLS

## Job Description

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**POSITION:** Comeback Camp Principal, grades K – 5 or grades 6 – 12, as specified

**REPORTS TO:** Superintendent or designee

**CLASSIFICATION:** Professional

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**FLSA STATUS:** Exempt

**EMPLOYMENT TERM:** July 8, 2021 – August 10, 2021 – or the length of the Summer School Program

**COMPENSATION:** \$325 per day

**QUALIFICATIONS:**

- Must hold or be able to obtain a valid WV administrative certificate corresponding to the posted grade levels
- Principal experience in the specified grade levels is preferred.

**JOB DESCRIPTION:**

- Plan and oversee the summer Comeback Camp program, including academics, enrichment, STEM, and mental health services
- Collaborate with directors, counselors, and other school staff to identify at risk students
- Collaborate with all Comeback Camp employees and community members involved in summer learning
- Coordinate parent and community involvement activities
- Evaluate implementation for improvement procedures
- Assist with classroom design/setup and ordering supplies
- Oversee intervention in critical skills during provided intervention times
- Work with teachers, social workers, and nurses in progress monitoring and skill intervention
- Assist and oversee staff as needed through various means of communication
- Maintain all appropriate records
- Oversee COVID-19 safety protocols and cleaning procedures
- Accept reasonable assignments necessary to ensure a successful Comeback Camp

**PHYSICAL DEMANDS:**

- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the
- individual to meet multiple demands from several people and interact with the public and other staff members.

## **WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as technical laboratories where noise levels may be moderate to loud (60 – 90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

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