

Associate Superintendent

POSITION: Associate Superintendent

REPORTS TO: Superintendent

EMPLOYMENT TERM: 261 days

SALARY: \$92,500

CERTIFICATION: Valid West Virginia administrative certificate, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.

EVALUATION: Performance in this position will be evaluated by the superintendent and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and FCBOE Policy B-1, Professional Personnel Evaluation.

EXPECTATIONS: Exercise leadership in school system administration and student achievement.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's degree in Educational Leadership, advanced degree in educational administration preferred;
- Minimum three years administrative experience;
- Current research-based knowledge and knowledge of Federal, State, and County policies and regulations as they relate to school and school system administration;
- Managerial, communication, and leadership skills and equivalent combination of experience, knowledge, and skills to be effective in the position;
- Demonstrated experience and success in the use of appropriate technology in all facets of the position;
- Demonstrated experience in program development; and
- Demonstrated experience and success in managing and supervising multiple tasks.

DUTIES AND RESPONSIBILITIES:

- Serve on the Superintendent's Central Office leadership team, attend all leadership team meetings and prepare reports as appropriate;
- Provide leadership for responsibilities in the central office (assessment, attendance, child nutrition, curriculum and instruction, elementary schools, federal programs, finance, maintenance, operations, personnel, PreK, secondary schools, special education, technology and transportation);
- Coordinate with the central office departments to ensure school system effectiveness;
- Assist in the formulation, revision, and administration of policies and regulations;
- Establish an appropriate framework for administration documents, policies, and procedures;
- Guide preparation of appropriate agenda items pertaining to school system administration;
- Supervise central office department staff relative to the duties and responsibilities outlined in the respective job descriptions;
- Coordinate the preparation and administration of the county budget, including all federal programs and Step VII, as well as levy and bond proposals;
- Coordinate and supervise curriculum and instructional planning, implementation, and evaluation activities;
- Oversee the preparation, implementation and management of facility and maintenance plans;
- Demonstrate leadership in the preparation of applications for and utilization of various grants;
- Facilitate close communication between all central office departments;
- Perform annual evaluations for all assigned staff;
- Demonstrate and develop high expectations, collaborative planning and program development, responsive management, and personal accountability;
- Establish open communications and serve as the liaison between community agencies, district administrators, central office staff, and schools;
- Coordinate and supervise central office planning, implementation, and evaluation of activities;
- Coordinate the preparation and submission of administrative reports required by the West Virginia Board of Education or West Virginia Department of Education;
- Coordinate planning, development, and implementation of strategies and action steps to improve public relations;
- In collaboration with the other members of the central office administrative staff, conduct school and classroom visitations to assess school climate, program implementation, and administration effectiveness;
- Prepare, publish, and distribute county information as needed;
- Maintain a positive, collaborative working relationship with students, parents, district and school staff, and community agencies;
- Assist in the formulation, revision, and administration of the county's Five-Year Strategic Plan
- Coordinate with appropriate administrators the formulation and administration of the county's annual staff development plan;
- Coordinate the assessment of training needs for central office personnel;
- Oversee medical homebound and school nursing services;
- Ensure county compliance with applicable codes, rules, and statutes pertaining to the various central office departments;
- Conduct research and prepare special reports as requested by the Superintendent;
- Perform other duties as assigned by the Superintendent