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PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE
KINGWOOD, WEST VIRGINIA 26537
NOTICE OF VACANCY
2017-2018 School Term

Posting Date:	August 7, 2017	Closing Date:	August 11, 2017
Title:	Assistant Superintendent	Location:	County Office
Certification:	Superintendent PK-AD	Budget Source:	County funds

Employment Term: 240 days, July 1 through June 30. Position available immediately.
Salary: Based upon degree and experience, plus supplement.

Application Procedure: Submit letter expressing interest in the position, resume, bid sheet, copy of certification and three (3) references to the personnel office no later than 4:00 pm on the closing date.

Responsibilities:

1. Oversee Personnel, Federal Programs, Curriculum, Special Education and Attendance;
2. Assists in providing comprehensive leadership for components of the education system;
3. Maintains and upgrades his/her professional skills;
4. Evaluates personnel under his/her supervision;
5. Establishes good public and employee relations;
6. Establishes and implements an improvement process for areas of responsibility;
7. Plans, attends and presides over such meetings as the superintendent assigns;
8. Assists the superintendent in the management and operation of the school system;
9. Meets periodically with principals and other administrative staff members to seek solutions to various administrative and operational concerns regarding curriculum, student support services, facilities, transportation, maintenance, food services and other system departments as needed;
10. Provides leadership in staff development within his/her area of responsibility;
11. Provides oversight and development of the School Board agendas for all Board meetings;
12. Provides oversight in the typing of meeting minutes;
13. Counsels with responsible school personnel and parents when necessary in seeking solutions to problems in attendance, transportation, transfers, suspensions, expulsions and other student areas;
14. Works with the proper officials in areas concerning property management, cleanliness of schools, sale of excess property, playground development and equipment maintenance.
15. Assists in the solution of problems related to the construction of new projects and makes recommendations concerning occupancy and/or movement of pupils into new facilities;
16. Reports to the superintendent on the development of problems within the county requiring the superintendent's awareness or action;
17. Coordinates activities with other administrative departments to ensure a unified effort in addressing the mission and goals of the school system;
18. Performs such other tasks and assumes such other responsibilities as the superintendent may from time to time assign or delegate;
19. Supervises school attendance;
20. Is responsible for the school systems strategic plan;
21. Is responsible for general personnel certification, licensure and related training processes and functions of the school systems;
22. Serves in the place of the Superintendent.

Minimum Qualifications:

- 1. Appropriate certification as required by State Policy 5202;**
- 2. Experience and knowledge for the position;**
- 3. Experience working with Pre K-12 programs;**
- 4. Minimum of MA Degree;**
- 5. Professional Administrative Certificate endorsed for superintendent;**
- 6. Successful educational administrative experience preferred;**
- 7. Knowledge and skills needed to provide technical assistance to personnel of the central office staff other departments and schools;**
- 8. Ability to work cooperatively and effectively with school personnel and the general public;**
- 9. Ability to write summary reports for Superintendent's review based upon information from staff;**
- 10. Administrative competency necessary for assigned responsibilities;**
- 11. Perform other tasks/duties as assigned and assist the superintendent in all matters as requested;**
- 12. Successful interview.**
- 13. Proven written and oral communication skills**
- 14. Disposition to lead the Personnel Department process and procedures of the school system;**
- 15. Willing to work a flexible schedule with extended work days.**

Equal Employment Opportunity:

As required by law and regulations, the Preston County Board of Education and the County Offices do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537. Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.