

JACKSON COUNTY SCHOOLS

Assistant Superintendent: Instructional Programs and Personnel Job Description

Qualifications:

1. Minimum of a master's degree in Administration/Educational Leadership
2. WV Administrative Certificate
3. Possess or eligible to obtain superintendent certification
4. Experience in curriculum and instruction
5. Successful school administrative experience

Immediate Supervisor: Superintendent

Duties and Responsibilities:

1. Provide leadership and direction to enhance quality of total school/county organization.
2. Provide effective leadership and support in all areas of responsibility.
3. Demonstrate cognitive skills to gather, analyze, and synthesize data to guide improvement efforts and reach established goals.
4. Organize and delegate tasks to accomplish goals.
5. Communicate effectively with all stakeholders.
6. Provide leadership in development of the County Strategic Plan.
7. Manage consensus and group behaviors.
8. Establish good public and employee relations in all areas of responsibility.
9. Effectively use technology to enhance communication and enhance work products.
10. Evaluate personnel under his/her supervision.
11. Supervise and coordinate curriculum and instruction PK-12.
12. Lead and coordinate improvement efforts for curriculum and instruction PK-12.
13. Supervise and evaluate county office directors.
14. Lead the county accountability efforts.
15. Perform the functions of personnel director.
16. Provide advice and assistance to professional personnel holding authorizations, permits, or temporary certificates.
17. Represent county in grievance proceedings.
18. Serve as the Title IX Coordinator for the Board of Education.
19. Attend school board meetings.
20. Attend, where possible, extracurricular activities and programs.
21. Maintain and upgrade professional skills.
22. Perform other job-related duties as assigned by the superintendent.

Jackson County Board of Education

Adopted: June 11, 1981

Revised: March 3, 2022