



*This position will be evaluated by a locally developed evaluation instrument at least annually by the Superintendent or his designee. The evaluation will be based on these objectives.

JOB DESCRIPTION HEARD COUNTY SCHOOLS: <u>Associate Superintendent</u>
--

REPORTS TO: Superintendent

JOB OBJECTIVES:

1. Assists the Superintendent with the duties of the Superintendency.
2. Attends local, district, state and national meetings in order to stay abreast of educational improvements, innovations, and developments.-
3. Accepts responsibility for planning all system-wide special education programs. * Special Education Director
4. Ensures special education programs meet Federal, State, and Local system guidelines.
5. Serves on committees as needed as the central office representative for unique special education staffings
6. Assists principals in assessing needs of teachers of special programs and of students.
7. Ensures all school system personnel are properly certificated and/or highly qualified as per PSC guidelines.
*Personnel Director
8. Utilizes job fairs in a continued effort to recruit qualified personnel for positions with Heard County Schools.
9. Plans with principals to locate suitable personnel to fill teaching vacancies.
10. Sits in on the interviewing of prospective teachers.
11. Serves as the system contact person for teacher certification issues.
12. Serve as liaison between the school system and school board attorney, PSC, OCR, EEOC, and other related agencies.
13. Serves as the central office administrator for grievances and complaints by employees.
14. Investigate complaints regarding employee conduct or performance and advise administrators regarding personnel problems.
15. Facilitates a leadership development program for principals, assistant principals, and identified teacher leaders.
16. Recommends personnel actions to the superintendent regarding dismissal, hiring, job assignment, tenure, leave of absence, and transfer.
17. Evaluates personnel as assigned by Superintendent.
18. Oversees the system and school level professional learning process and budgets.
19. Coordinates the Teacher Induction Program
20. Attend all local board of education meetings to communicate personnel and special programs.
21. Support principals, teachers, and support personnel in the implementation of school improvement plans
22. Facilitate and support the implementation of the Heard County Instructional Process.
23. Coordinate and assist with the system and schools' data analysis
24. Stay abreast of changes in state law and state school board rules and recommend changes to local board policy as needed.
25. Facilitates development and monitoring of the system budget.
26. Assists in development and execution of budgets pertaining to special programs, personnel, and professional learning.
27. Performs all other duties as assigned by the Superintendent.



28. Comply with the Georgia Code of Ethics for Educators