Class Code: 0020/0100

CARROLL COUNTY BOARD OF EDUCATION

Job Description for Assistant Superintendent/Chief Academic Officer/Secondary Supervisor

QUALIFICATIONS: As set by State Certification Authorities

REPORTS TO: Superintendent

JOB GOAL: To recommend to the Superintendent qualified, competent employees in all areas of personnel in order to achieve and maintain the best possible staff to provide services for the children in the district.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate and direct all areas of certified personnel and makes recommendations to the Superintendent in regard to personnel and administration.
2. Serves as district contact person for the state required Certified Evaluation Plan.
3. Responsible for maintaining certified personnel applications, interviewing applicants, acquiring references and other required documents for consideration of employment.
4. Direct the posting of vacancies as required by state and local procedures.
5. Recommend certified candidates to the superintendent for employment, transfer, leave of absence, termination and any other recommendation that would affect the status of a position.
6. Manage the certified evaluation system.
7. Responsible for assisting all evaluators in assuring training is current and that the evaluator has all of the necessary plans and forms.
8. Maintain and ensure confidentiality of certified personnel files and records.
9. Sustain awareness of current educational research, literature, laws and regulations as they pertain to personnel.
10. Recruit applicants by visiting colleges and universities.
11. Responsible for working with the Evaluation Appeals Panel if appointed by the Superintendent.
12. Assure compliance with provisions of Americans with Disability Act concerning personnel.
13. Cooperate with schools to assign resource teachers for Kentucky Internship Program.
14. Mediate the intermittent personnel conflicts.

15. Recruit and maintain a pool of certified and qualified substitute teachers.

16. Attend all Board meetings and attend and preside over such other meetings as the Superintendent designates.

17. Coordinate the placement of student teachers in the district.

18. Maintain current certified job descriptions on all personnel.

19. Supervise the District Technology Coordinator.

20. Assumes responsibility for paperwork and the filing of proper documents with the Kentucky Department of Education for the Kentucky Teacher Internship Program (KTIP) as it relates to employment.

21. Administer and oversee the District's employee benefits program and services.

22. Supervise Secondary Instructional Coaches.

23. Supervise the Youth Services program.

24. Supervise the Family Ties program.

25. Supervise the Alternative Learning Center program.

26. Assist administrators and teachers with the implementation of KERA and the underlying principles that all students can learn and succeed, success breeds success and that schools control the conditions of success.

27. Provide leadership and assist school personnel by providing clarity of focus, expanded opportunities and promoting high expectations of all students.

28. Remain abreast of developments and innovations in the field by reading current literature, attending professional society association meetings and conferences and discussing developments and problems of mutual interest with other professional members.

29. Communicate to the Superintendent the requirements and needs of the district as perceived by staff members.

30. Provide a leadership role in district-wide curriculum planning and in-service education for the professional staff.

31. Prepare drafts of needed Board policies, administrative rules and status reports for the Superintendent's review and action.

32. Keep informed of and interpret all laws, regulations and statutes affecting curriculum, planning instruction and assessment.

33. Annually evaluate those assigned by the Superintendent.

34. Assist in work of local schools regarding standards and accreditation with the State Department and the Southern Association of Colleges and Schools.

35. Prepare reports required by the Superintendent, State Department of Education and others.

36. Assist the principal in coordinating the planning, implementation and evaluation of the instructional program.

37. Other duties may be assigned by the superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Carroll County Board of Education policy.

EVALUATION: Performance of this position will be evaluated in accordance with Carroll County Board of Education policy.

Revised May 2008
Approved 5/27/08