Position: Attendance Director/Administrative Assistant to the Superintendent

Job Description: Serve as the Attendance Director for Clay County Schools; assure all absence data is appropriately recorded, attendance letters and notifications are prepared and sent, track truancy and take all appropriate steps to report and follow up with legal authorities to discourage and prevent truancy; work with school leaders to develop and implement strategies to improve attendance and decrease truancy; assure all local, state, and federal requirements relating to student attendance are met.

Serve as the Homeless Liaison in assuring compliance with all local, state, and federal requirements in fully serving the homeless population.

Serve as Textbook/Supplies Coordinator - establish annual committees to select textbooks in accordance with textbook adoption schedule. Communicate adoptions to the WVDE. Order textbooks, workbooks, and teacher editions on annual basis.

Serve as the County Pre-K Coordinator to assure compliance with all local, state, and federal mandates related to the Pre-K Education Program, including coordination with the Appalachian Council Headstart Association, developing and implementing an annual Pre-K Contract, identification and implementation of Pre-K Curricular needs, and assuring all Pre-K children have access to a full range of Pre-K services.

Maintain all required documentation for Home School Activities; serve as the liaison for Home School Parents and Clay County Schools.

Prepare the annual school calendar in compliance with local and state regulations, including conducting appropriate surveys/assessments, public hearings, presentations; prepare necessary updates/modifications for superintendent and board approval as necessary.

Oversee the maintenance of school inventory; work with school leaders and teachers to assure necessary updates and edits to inventory; assure the recording of new inventory items, the removal of obsolete items, and shifting of inventory within locations.

Serve as the After-School Liaison for Clay County Schools.

Work cooperatively with Central Office Staff to assist in providing staff development for teachers and serve as curriculum coach in assisting individual classroom teachers.

Coordinate and Oversee Academic Competitions and Fairs.

Assist in communicating accreditation standards to school leaders and provide appropriate support as needed, and other duties assigned by the Superintendent.

Qualifications: Masters Degree with Administration certification; successful teaching and administrative experience;

Terms of Employment: 240 Days
Compensation: Established by the County Board of Education

Apply in writing to Kenneth Tanner, Superintendent of Schools, Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in the Central Office by Wednesday, August 31, 2016 by 3:00 p.m. If mailing or faxing bid, please contact the office to confirm receipt of bid.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discrimination on the basis of race, sex, national origin, physical handicap, or age.