Position: Nutrition Director/Administrative Assistant to the Superintendent

Job Description: Direct all activities related to the child nutrition program, including preparation of all local, state, and federal reports, assuring compliance with all local, state, and federal guidelines

Serve as the WVEIS County Contact to assure compliance with all data requirements related to WVEIS, and assist school administrators, teachers, secretaries, and other WVEIS users as needed to meet local, state and federal requirements

Serve as the County Testing Coordinator to assure compliance with all local, state, and federal mandates related to the West Virginia General Summative Assessment Program

Assume responsibilities for overseeing and maintaining the Clay County Schools Website

Serve as the Title IX Compliance Officer for Clay County Schools to receive complaints related to civil rights, bullying, intimidation, harassment, equal rights, discrimination and related issues; also responsible for related investigations

Perform Clay County Schools Policy Manual updates as directed by the Superintendent of 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

Search out available grant opportunities, prepare appropriate grant proposals to support additional services for Clay County Students that enhance the Vision/Mission of the school system

Assist in communicating accreditation standards to school leaders and provide appropriate support as needed

Oversee the completion of the annual civil rights report for Clay County Schools

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.