Position: Assistant Superintendent of Clay County Schools

Job Description:
• Coordinate, implement, and oversee the various programs and services assigned by the Superintendent, including transportation, facilities and technology.
• Attend Board Meetings and prepare school reports for the Board as the Superintendent may request
• Assist in determination of types of programs needed by the schools and make appropriate recommendations
• Report of the status of district programs and services at the request of the Superintendent
• Prepare drafts of needed board policies and administrative rules for the Superintendent’s review and action
• Play a significant leadership role in curriculum planning and Professional Development education for the staff
• Interpret the programs, philosophy, and policies of the district to staff, students, and the community at large
• Maintain liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools
• Communicate to the Superintendent the requirements and needs of the district as perceived by staff members
• Recommend and assist in the recruitment of personnel
• Prepare state reports and claims as required
• Perform such other tasks and assumes such other responsibilities as the Superintendent may assign from time to time
• Maintain and upgrade skills
• Assist in establishing a district-wide school improvement process

Job Description cont.:
• Meet or exceed performance standards described in the county’s policy for evaluation of Administrative Personnel
• Other duties assigned by the Superintendent

Qualifications: Masters Degree or higher with administrative certification.
A minimum of five years of successful teaching and administration

Terms of Employment: 240 days
Compensation: Established by the Clay County Board of Education
Date of Posting: August 10, 2016 - August 16, 2016

Apply in writing to Mr. Kenneth Tanner, Superintendent of Clay County Schools at P.O. Box 120, Clay, WV 25043. Bids must arrive in the Central Office by 3:00 p.m. on Monday, Tuesday, August 16, 2016. If mailing or faxing bid, please contact the Central Office to confirm receipt of bid. For additional information or if you would like to schedule a time and date for an interview, please call 587-4266.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discriminating on the basis of race, color, national origin, gender, age, disability and retaliation.