Professional Job Posting
Associate Superintendent for Clay County Schools

Position: Associate Superintendent for Clay County Schools

Job Description:
• Coordinate, implement, and oversee the Clay County Schools Program to maintain facilities and oversee the process to update the Comprehensive Education Facilities Plan as needed
• Implement and oversee the Technology Program for Clay County Schools
• Coordinate, implement and oversee the County Assessment Program
• Coordinate, implement and oversee the Clay County Schools Inventory Program
• Coordinate, implement and oversee the Clay County Schools Textbook Acquisition Process
• Coordinate, implement and oversee the Clay County Schools Title III Program
• Coordinate, implement and oversee the Clay County Schools Attendance Program
• Coordinate, implement and oversee the process for Home Schooling Program
• Coordinate, implement, and oversee after school, summer school, and programs for extra-time and extra-help
• Prepare state reports and claims as required
• Perform such other tasks and assume such other responsibilities as the Superintendent may assign

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

Terms of Employment: 235 days

Compensation: Established by the Clay County Board of Education

Date of Posting: July 8, 2014 - July 14, 2014

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, July 14, 2014. 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.