



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Assistant Superintendent

Supervisor: Superintendent

Qualifications:

- WV Professional Administrative Certificate
- Endorsement as Superintendent
- Master's Degree Required, Education Administration Preferred
- Administrative experience (5+ years) preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Duties/Responsibilities:

To serve as Assistant to the Superintendent in the capacity of: Director of Human Resources, Director of Secondary Education, and Director of Technology

Director of Human Resources

- Oversee Employee attendance/ absence management system;
- Posting of all positions, including posting positions on WVDE website;
- Oversight of hiring (checking applications, references, arranging interviews, completing matrices, contacting hires, etc.);
- Ensure notification of applicants—successful and unsuccessful;
- Arranging in-service training and WV Competency Testing (through SBCTC) for applicants for service personnel positions;
- Producing Personnel Agendas to be approved by WV State Superintendent, coordinating their review and revision with liaison from WV Office of Professional Preparation;
- Maintain Preferred Recall Lists;
- Updating and maintaining all forms associated with hiring of personnel including applications, bid sheets, and matrices;
- Maintain and update job descriptions for all positions annually;
- Coordinate extracurricular assignments including paid and non-paid coaches;

- Maintain and update all personnel files (active and inactive), including obtaining necessary forms, records, and evaluations for all employees;
- Update and maintain all personnel databases including HMS database for all county employees;
- Ensure fingerprinting and background checks of potential employees and volunteers;
- Assist with the certified list and other personnel reports required by state and other required reports;
- Maintain/provide seniority lists (professional and service). Posted according to WV Code guidelines and deadlines;
- Maintain substitute lists (all professional and all service substitutes). Maintain teacher sub list by certification. Maintain service sub lists by classification and substitute seniority;
- Process leave of absence requests and documentation including FMLA forms;
- Provide oversight of evaluations to insure all personnel have received appropriate evaluations;
- Oversee teacher induction program (Mentoring/ WVSIPP);
- Send personnel assignment letters for upcoming year;
- Provide New Employee Orientation (staff development prior to beginning of school year and when needed as employees are hired);
- Oversee all aspects of Professional Certification insuring that all employees maintain proper licensure;
- Ensure certification applications are properly completed, signed, and submitted to WVDE;
- Inform teachers, coaches, etc, when recertification is necessary;
- Ensure extracurricular employees are properly approved and rehired;
- Review and verifying Highly Qualified Teacher data county-wide;
- Perform investigations as directed;
- Create/maintain/distribute employee handbooks annually;
- Ensure correction OEPA findings from December 2012;
- Attend and participate in meetings as required (Central Office, Grant County BOE, RESA, SBCTC, WVDE, etc);
- Other duties as assigned by the superintendent.

Director of Secondary Education

- Ensure compliance with local, state, and federal policies (particularly WVBE Policy 2510);
- Ensure all courses have required CSOs or NextGen Standards;
- Collaborate with principals, counselors, and teachers to develop/maintain a Programs of Study;
- Oversee Experiential Learning: Maintain county experiential learning sites data base, ensure all experiential learning sites are board approved.
- Coordinate with directors to oversee Alternative Learning Center;
- Oversee Virtual Schools and Credit Recovery programs;
- Collaborate with Central Office administrative team to complete 5-year plan, CEFP, and county technology plan, and other plans as necessary;
- Other duties as assigned by the superintendent.

Director of Technology

- Ensure county and school 5-year technology plans are submitted, approved, and implemented;
- Supervise/oversee county technology coordinators, TIS, TSS, school tech contacts, school and county webmasters and others as appropriate;
- Oversee/manage county technology budget and expenditures;
- Maintain/review/revise Grant County Acceptable Use Policy and pertinent forms;
- Other duties as assigned by the superintendent.