

Qualifications:

- Assistant Superintendent's License or Principal's License or Curriculum Instructional Specialist License

Supervises: Administrative, Instructional, and Support Personnel

Nature of Work:

To provide leadership in assuring the accomplishment of the school system's ongoing goals and objectives.

Essential Job Functions:

- Provides leadership in establishing system-wide goals; assists in the development of a comprehensive program plan, effectively communicates with staff and community and in the planning for professional development of self and staff.
- Coordinates, facilitates, manages, and supervises activities of staff and reports on the status of services.
- Develops and coordinates personnel policies and procedures and organizes the recruitment and employment of personnel.
- Assists in preparation of budget and administers budget in accordance with required procedures.
- Ensures that instructional objectives for a given subject and/or classroom are developed and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program.
- Provides opportunities for staff participation in the school program.
- Assists in the development and implementation of policies and provides leadership in assessing personnel.
- Implements and evaluates the planned program.

Signature: _____ Date: _____