

CAMPBELL COUNTY SCHOOLS – JOB POSTING

DATE: May 8, 2018
TO: Principals & Supervisors
FR: Clayton Stanley, Director of Personnel
RE: JOB POSTING ANNOUNCEMENT (SUBJECT TO CHANGE)

1. POSITION: Assistant Superintendent
2. DEADLINE: TBD
3. STARTING DATE: July 1, 2018
4. ESTIMATED SALARY: CERTIFIED POSITION – BASE PAY DEPENDING ON EXPERIENCE.
5. TERMS OF EMPLOYMENT: TWELVE MONTHS (250 DAYS), INCLUDING IN PART PAID STATE RETIREMENT & STATE MANDATED LIFE INSURANCE & IN PART FOR HEALTH INSURANCE.
6. QUALIFICATIONS & ESSENTIAL FUNCTIONS:

Qualifications:

Doctoral Degree in education administration, considerable years of administrative and educational experience and licensure as a building level principal through the Commonwealth (Administration and Supervision, PreK-12 endorsement) preferred. Comprehensive knowledge of the practices, methods and techniques used in the leadership, administration and supervision of a division; thorough knowledge of the school division's strategic plan goals and objectives for student outcomes; thorough knowledge of prescribed school board policies and procedures; thorough knowledge of the Understanding by Design framework for curriculum and learning plans; thorough knowledge of a balanced assessment system; skill in oral and written communications; ability to motivate others to reach their fullest potential; and ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff and associates. A comparable amount of training and experience may be substituted for the minimum qualifications.

Essential Functions:

The position is responsible for the leadership, administration and supervision of the school division and its programs.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- a. Develop and maintain effective educational programs consistent with State and Federal guidelines and the philosophy, policies, regulations and strategic plan of the School Board.
 - b. Establish a solid foundation of shared mission, vision, values and goals through comprehensive planning and implementation.
 - c. Represent the school division various community boards as needed.
 - d. Develop a collaborative culture for improving student achievement through meaningful staff development.
 - e. Direct and monitor Career and Technical Education, ESL and all Federal Programs.
 - f. Direct and monitor the development of the division's instructional programs at the Elementary and Secondary levels as well as supervise Special Education, Technology and Student Support Services.
 - g. Serve as the main source of contact concerning public relations and oversee all division communications (Facebook, Social Media) with public.
 - h. Monitor staffing projections and enrollment trends to make recommendations concerning the division's administration and instructional needs.
 - i. Monitor State and Federal reporting as it relates to SOQ compliance, Civil Rights Data Collection, and others as assigned.
 - j. Assist with the preparation of the division's budget, school allocations, and monitor expenditures.
 - k. Assume responsibility for School Board policy development and revision.
 - l. May perform other duties as assigned.
7. PROCEDURE: EXTERNAL APPLICANTS MAY APPLY ON-LINE THROUGH <http://www.campbell.k12.va.us>

PERSONNEL CURRENTLY EMPLOYED BY CAMPBELL COUNTY SCHOOLS SHOULD APPLY BY LETTER WITH RESUME
(NO CALLS PLEASE)

TO: CLAYTON STANLEY, DIRECTOR OF PERSONNEL
EMAIL: cstanley@campbell.k12.va.us
CAMPBELL COUNTY SCHOOLS
P.O. BOX 99, RUSTBURG, VIRGINIA 24588
FAX NUMBER: (434) 332-8222

Campbell County School Division does not discriminate in education or employment on the basis of race, color, religion, national origin, political affiliation, handicap, sex or age, Sí Ud. Desea más información, favor de llamar (434) 332-3458, extensión 221.