

CAMPBELL COUNTY SCHOOLS

Updated March, 1999

JD Locator: 1.09

TITLE: Associate Superintendent

QUALIFICATIONS:

1. Hold a valid Kentucky Teaching Certificate.
2. Hold a valid Kentucky Certificate for Superintendent.
3. Has at least ten years of successful experience in teaching and school administration.
4. Has demonstrated ability as an instructional leader, as a teacher, or administrator.
5. Has demonstrated ability to communicate effectively with students, faculty, parents, and community.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Principals, instructional supervisors, and such staff members as the Superintendent may designate.

JOB GOAL: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs.

PERFORMANCE RESPONSIBILITIES:

1. Initiate and administer staff development in conjunction with the needs of the district.
2. Coordinate and conduct administrative meetings when requested by the Superintendent.
3. Counsel with administrators and staff about school departmental problems.
4. Formulate and develop programs for the opening and closing of school.
5. Resolve personnel complaints when requested by Superintendent.
6. Assist in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
7. Responsible for reviewing and evaluating results of district-wide testing programs.
8. Major responsibility in the areas of textbook selection and adoptions, purchase and implementation of any new mandated curriculum program.
9. Coordinate all formal efforts of the professional staff in projects of curriculum improvement.

Associate Superintendent - Continued

PERFORMANCE RESPONSIBILITIES (Continued):

10. Interpret the present curriculum and proposed curriculum changes to the Board, administration, staff and general public.
11. Participate in appropriate local, state, and national professional meetings.
12. Attend all regular meetings of the Board of Education.
13. Evaluate programs and services at both the district and school levels.
14. Review and alter curriculum guides and courses of study as needed.
15. Attend workshops, conferences, and seminars on upgrading instructional programs.
16. Develop and conduct staff development activities for teachers, administrators, and certain classified personnel.
17. Performs any other tasks and assumes responsibilities as the Superintendent may assign.

TERMS OF EMPLOYMENT: Work schedule to be established.
(See Board approved scheduling.)
Salary as established by the Board of Education.