



Pickens County Board of Education Job Descriptions

ASSISTANT SUPERINTENDENT OF SCHOOLS

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 months

REPORTS TO: Superintendent of Schools

QUALIFICATIONS:

1. Hold a minimum of a five-year degree from an accredited college or university.
2. Hold a current Georgia Leadership Certificate.
3. Ten years experience in Public Education.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Assists the Superintendent in providing the leadership necessary to develop, maintain, and manage the best possible educational programs, services, and facilities for the benefit of the students of Pickens County.
- Oversee the following departments and areas: Maintenance and Operations, School Food Service, Transportation, Campus Police, Safety, New Construction, and Facilities.
- Evaluate and recommend facilities to accommodate present and future enrollment based on an analysis of statistics on pupil growth and population location.
- Meet with appropriate district, school level, and community personnel to conduct short and long term strategic planning for support services and facilities/construction projects.
- Actively pursue all available federal and state funds to assist in the purchase and maintenance of all necessary equipment for the operation of support services and facilities/construction.
- Participate in training programs to increase skills and proficiency related to assignments.