



Pickens County Board of Education Job Descriptions

SUPERINTENDENT OF SCHOOLS

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: Contract terms to be determined by the Board

REPORTS TO: Board of Education

QUALIFICATIONS:

1. Hold a minimum of a five-year degree from an accredited college or university.
2. Hold a current Georgia Leadership Certificate.
3. Eight 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:

- Supervises all school system employees with evaluation responsibility for principals and central office staff
- Oversees the operation of the school system in accordance with state law, State Board of Education Policy, Board of Education Policy, and the requirements of accrediting agencies so that the district can offer the best possible opportunities to its students.

Performs as Educational Leader of the schools:

- Supervises and evaluates assistants.
- Oversees planning and evaluation of curriculum and instruction.
- Prepares long and short term goals for the system including student achievement.
- Communicates vision/mission to school personnel.
- Participates in professional activities to enhance knowledge and skills.

Serves as Chief Executive Officer of the School Board:

- Implements policies of the School Board
- Reports to the School Board about the status of programs.

- Recommends actions and alternatives to the Board.
- Acts as liaison between the School Board and school personnel.
- Informs the Board about the current trends and developments in education

Oversees Staff Personnel Management:

- Ensures administration of personnel and programs.
- Maintains up-to-date job descriptions for all personnel.
- Has recruitment plan and organizes recruitment of personnel.
- Recommends the assignment of personnel to schools and offices.
- Plans and implements personnel evaluation system that identifies the strengths and weaknesses of employees in the system.
- Oversees the planning and evaluation of the staff and development program to address the weakness of employees in the system

Oversees Facilities Management

- Prepares long and short-range plans for facilities and sites.
- Maintains and implements policies for the use of school property.
- Ensures the maintenance of school property.
- Monitors and construction, renovation, or demolition of school facilities.
- Oversees and implements policies for safe school facilities.

Oversees Financial Management

- Reports to the School Board on the financial condition of the school system.
- Prepares the budget with proper input.
- Ensures that expenditures are within limits approved by the School Board
- Monitors compliance with policies and laws.

Directs Community Relations Activities

- Involves the community in planning and problem-solving for the schools.
- Articulates educational programs and needs to the community.
- Maintains contact with the news media.
- Participates in community affairs.

Oversees Pupil Personnel Services:

- Develops regulations to implement pupil personnel services.
- Monitors pupil personnel services.
- Monitors the pupil record system.
- Implements programs relating to behavior and discipline of pupils.
- Maintains programs for the health and safety of pupils.
- Monitors the pupil transportation system.