



Position Description

Position Title	Superintendent of Schools
School/Department	Superintendent's Office
Salary	Superintendent's Salary Schedule plus supplement
FLSA Status	Exempt
Report To	Board of Education
Supervises	Central Support Services Staff, Principals and Responsible for all staff members of Ashe County Schools
Workweek	Monday-Friday: Must be available on evenings and on weekends as needed.
Workhours	40+ (Salary)
Number of Months/Year	12

POSITION PURPOSE

The Superintendent of Ashe County Schools is to provide administrative leadership to all school personnel by carrying out district and state board policies and procedures.

MINIMUM QUALIFICATIONS

Candidates must meet the legal requirements needed to serve under the State Board of Education's alternative guidelines. At a minimum, applicants need to have experience working as a principal in a North Carolina public school or must have other leadership, management and administrative experience that is relevant to this position. A successful candidate will need to live in Ashe County.

PREFERRED QUALIFICATIONS

- Ed.S. Degree or higher

- Experience serving as a Superintendent, Deputy Superintendent, Associate Superintendent or Assistant Superintendent or Director in another school system
- Experience working with and understanding various curriculum and technological resources utilized in schools
- Ability to facilitate and create valid learning opportunities for all schools

KNOWLEDGE, SKILLS AND ABILITIES

- Visionary educational leadership
- Knowledge of federal, state and local laws and procedures for public schools
- Goal setting and monitoring achievement
- Fostering community and intergovernmental partnerships
- Administration and organization of long-term and short-term planning B
- Budgeting and personnel and facility management
- Strong communication and effective team-building skills
- Visibility and involvement in community activities
- Leadership in maintaining safe school environments
- Curriculum and instruction
- Procuring additional funding
- Planning and funding of school facilities
- Decision-making, delegation and follow-through

EDUCATION, TRAINING AND EXPERIENCE

- Ed.S degree from an accredited college or university in educational or public administration, supervision or curriculum development, preferred
- Minimum of 5 years of educational leadership experience
- Success in working with high-needs populations
- Demonstrated success in goal-setting, tracking and management of programs that have yielded results in a previous setting
- Commitment to continued education for themselves and for the entire staff of Ashe County Schools

CERTIFICATION AND LICENSE REQUIREMENTS

- Holds or is eligible to hold a North Carolina Professional Educator's License for Superintendent
- Must possess a valid motor vehicle license administered by the State of North Carolina Division of Motor Vehicles

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must Be Able to Develop Plans
- Must Be Able to Develop and Maintain the Educational Program
- Must Be Able to Establish and Maintain the Program Infrastructure
- Must Be Able to Develop and Maintain Administrative Procedures
- Must Be Able to Uphold:
 - All duties and responsibilities as codified in the North Carolina General Statutes, Chapter 115C, Subchapter V. Personnel, Article 18. Superintendents.
- Must Be Able to Uphold:
 - All other duties related to the office as assigned by the State Board of Education and by the Ashe County Board of Education.

DISCLAIMER

The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and skills that may be required of the employee assigned to this position. This description may be revised by the supervisor, with Human Resource review and approval, at any point in time.

The Ashe County School Board of Education is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, disability or national origin.

All inquiries and applications submitted will be treated confidentially.

ABOUT ASHE COUNTY SCHOOLS

The Ashe County Board of Education is a non-partisan board consisting of five members. Members are elected to four-year terms. Ashe County citizens take great pride in the school system. Ashe County is located in Blue Ridge Mountains in the rural northwest of North Carolina. There are about 3,100 students in our school system that consists of 6 schools and a pre-school program (1 pre-school, 3 elementary schools, 1 middle school, 1 high school, 1 early college).

APPLYING FOR THIS POSTION

If a candidate has specific questions about this position, they can contact the Human Resource Department for Ashe County School by calling 336-246-7175 or by emailing roy.putman@ashe.k12.nc.us. Applications can be submitted through Teacher Match by visiting <https://nc.teachermatch.org> in order to find the link for this position.

Applications for this position need to be submitted on or before 5pm on Friday, March 13, 2020.