



*Challenging young minds to soar.*

Phyllis Yates, *Superintendent* • C.B. Jones, Jr., *Chairman* • Dr. Lee Beckworth, *Vice Chairman* • Dianne Eldreth • Polly Jones • Keith McClure

## VACANCY ANNOUNCEMENT

**April 16, 2019**

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### DIRECTOR OF HUMAN RESOURCES

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REPORTS TO:	Superintendent
POSITION AVAILABLE:	July 1, 2019
TERM OF EMPLOYMENT:	12-month position
SALARY:	NC Salary Schedule
FLSA:	Exempt
QUALIFICATIONS:	<ol style="list-style-type: none"><li>1. Masters Degree in Educational Administration required</li><li>2. North Carolina licensure as school administrator (00011 or 00012) required</li><li>3. Minimum of 5 years successful experience in an educational setting</li><li>4. Minimum of 2 years administrative experience</li><li>5. Strong interpersonal and communication skills</li></ol>
RESPONSIBILITIES:	Plan, organize and direct the personnel program conforming to state and federal laws, as well as state and local policies and procedures. Work cooperatively with the superintendent to ensure an efficient and effective personnel management program. Confer regularly with administrators and supervisors on personnel staffing and other personnel related concerns. <b>Please see full job description attached.</b>
APPLICATION DEADLINE:	May 1, 2019
APPLICATION PROCESS:	<p>Employees of Ashe County Schools may apply by submitting a letter of interest and a resume to Lesia Goodman. These may be emailed to <a href="mailto:Lesia.goodman@ashe.k12.nc.us">Lesia.goodman@ashe.k12.nc.us</a> or sent to PO Box 604; Jefferson, NC 28640 or delivered to central support services office via inner-office mail.</p> <p>Persons employed outside the Ashe County School System should submit a North Carolina statewide online application for educators, which may be accessed at <a href="https://nc.teachermatch.org">https://nc.teachermatch.org</a>. Must include a cover letter, resume, and graduate transcripts in the application.</p> <p>Selected candidates will be contacted to schedule an interview.</p>

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

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[www.asheschools.org](http://www.asheschools.org)

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