



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: Assistant Superintendent

SCHOOL / DEPT: Administration / Academics, Student Support

EVALUATOR: Superintendent

SALARY SCHEDULE: Certified + Administrative Index

APPROVED BY: Boyle County Board of Education **DATE:** August 2023

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,700 students to the highest levels of achievement through growth in academics, the arts, and athletics.

ABOUT THE POSITION

Serve as the Chief Academic Officer and leader of the Student Support team for Boyle County Schools in an effort to ensure a positive, healthy and safe learning and work environment that supports the educational process and facilitates student achievement. The Assistant Superintendent will develop, oversee and lead the day-to-day operations of district academic achievement, curriculum, instruction, and student services. Serve as the principal advisor to the Superintendent and Board of Education in matters related to district academic efforts and student services.

JOB QUALIFICATIONS

This position requires:

- Master's Degree.
- Five (5) years experience in the area of school leadership.
- Three (3) years successful teaching experience.
- Valid Kentucky teaching certification.
- Kentucky certification as Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Oversee the district's curriculum and assessment processes.
- Oversee the district's teaching and learning team.
- Oversee all aspects of district student services with efforts to foster an environment free of any distractions that could interrupt student learning, health and safety.
- Oversee the district's professional development planning and delivery. This includes providing leadership and direction to the new teacher induction program, as well as mentoring and leadership development to all certified employees.
- Serve as a mentor to school leadership.
- Implement systems that ensure that all students progress in their academic learning and therefore are equipped with the skill and knowledge required to pursue their unique goals.
- Serve as the chief advocate in the district for students and their learning.

- Lead instructional leadership meetings, including district directors and school leadership.
- Oversee the district's efforts to effectively integrate technology in instruction and day-to-day operations through the use of various programs and solutions.
- Oversee all aspects of School Based Decision Making processes and training.
- Oversee Title II, III and IV processes and reporting.
- Oversee processes responsible for operational aspects of the Boyle County Performing Arts Center.
- Develop and manage budgets to support programs and projects for all aspects of academics.
- Serve as a member of the Superintendent's leadership team. Attend all board meetings.
- Collaborate with other governmental, business and community partners.
- Carry out other professional responsibilities including punctuality, reliability, care of equipment and materials, planning, communication, confidentiality, and following district and school policies.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Ability to use technology for a variety of purposes, including but not limited to supporting instruction, accessing and manipulating data, professional growth and productivity, communicating and collaborating with colleagues, parents and the community, and conducting research/solving problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook, Code of Ethics for Certified School Personnel and Kentucky Revised Statutes.
- Fulfilling contractual obligations of days worked.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Directors of Technology, Special Education, Creative, Curriculum & Assessment, School Health, Family + Community Support / DPP, Preschool & Academic Achievement, Transportation, Maintenance and all other employees involved in academic and operational services provided to students.

WORKING CONDITIONS

- Regularly required to use hands for simple grasping and fine manipulatives.
- Regularly required to communicate effectively using speech, vision and hearing.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl.
- Occasionally required to sit and climb or balance. Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.