

Performance Responsibilities:

- **Supervises, directs and coordinates the implementation of all curricular programs in secondary schools.**
- **Provides innovative and maintenance leadership in reading instruction.**
- **Responsible for curriculum design and development.**
- **Responsible for the summer school program.**
- **Assist building principals in preparing school budgets.**
- **Assist in development and interpretation of the programs, philosophy and policies of the school system to staff, students, parents and community at large.**
- **Maintains a close liaison with the administrators and other staff in the school system in order to provide support and to achieve effective resolution of school problems.**
- **Assists in providing orientation and staff development training for secondary principals and teachers.**
- **Assist in the evaluation of building principals as assigned.**
- **Assist in secondary schools in the accreditation process.**
- **Monitors the grouping, achievement, promotion and retention of students in schools.**
- **Assist principals and staff in developing annual goals and objectives for individual schools that reflects the broad goals of the school system.**
- **Articulates and implements special programs/projects as assigned.**
- **Meets regularly with principals of schools as assigned.**
- **Follows the established personnel evaluation procedures for staff member.**
- **Resolves student and parent issues that are referred or presented.**
- **Prepares and presents requested reports.**
- **Demonstrates unbiased attitudes in fulfilling administrative responsibilities.**
- **Conducts personnel interviews and investigations as requested.**
- **Assists the Administrative Assistant to the Superintendent on assigned tasks as requested.**
- **Provide, organize, and schedule Opening School Staff Development to all staff and selected groups, i.e. bus operators, cooks, professional staff, service personnel. Special educators as needed.**
- **Accept reasonable extra duty assignments necessary for a successful school program.**
- **Perform other duties as assigned by the supervisor.**
- **Maintain and upgrade professional skills.**
- **Responsible for reports internal/external as job related.**
- **Maintain professional work habits.**
- **Responsible for school improvement.**
- **Five year plan development oversight.**
- **Strategic plan facilitation.**

- _ Assure that Alternate Assessment Training is provided for new special education personnel and substitutes.**
- _ Assists with Service and professional staff development training.**
- _ Serve on Eligibility Committees as needed.**

Equal Employment Opportunity: As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 300 Preston Drive, Kingwood WV 26537, Telephone 304 329-0580, or to the United States Department of Education Director of the Offices for Civil Rights.