

Franklin County Community School Corporation

Job Title	Assistant Superintendent			
Position Type	<input checked="" type="checkbox"/> full time	<input checked="" type="checkbox"/> certified	<input type="checkbox"/> 180 days	<input type="checkbox"/> 220 days
	<input type="checkbox"/> part time	<input type="checkbox"/> non-certified	<input type="checkbox"/> 185 days	<input type="checkbox"/> 230 days
			<input type="checkbox"/> 190 days	<input checked="" type="checkbox"/> 12 months
			<input type="checkbox"/> 195 days	<input type="checkbox"/> as needed
			<input type="checkbox"/> 210 days	

Job Purpose: The Assistant Superintendent has the responsibility for planning, directing, and coordinating the total instructional program for the Franklin County Community Schools. The position is both administrative and supervisory.

Duties:

1. To be responsible for curriculum, its development, scope, sequence, and revision.
2. To coordinate the efforts of Building Principals, department chairs, and teachers as they are associated with staff development and curriculum.
3. To promote the professional growth of instructional personnel by organizing and providing in-service training.
4. To recommend and maintain measures for liaison and articulation between the elementary and secondary schools.
5. To direct and supervise special committee established as needed to develop or review specific areas of curriculum.
6. To form appropriate committees for the study and selection of teaching materials and keep current lists of those approved for use.
7. To prepare and/or supervise the preparation of applications for approved State and Federal programs.
8. To recommend replacements for all professional vacancies in the school corporation to the Superintendent of Schools with the exception of administrators and the high school head coaches of basketball and football.
9. To check and approve the purchase of supplies and equipment related to State and Federal programs.
10. To actively seek additional avenues for funding through grants, partnership; etc.
11. To develop and disseminate a variety of materials that promote the school corporation.
12. To supervise and evaluate the I.T. staff.
13. To supervise and evaluate non-certified instructional personnel.
14. To supervise the corporation's standardized testing programs.
15. To supervise and evaluate custodial staff.
16. To supervise and evaluate school nurses.
17. Other duties as assigned by the Superintendent.

Skills/Qualifications:

1. Holds a valid Indiana Superintendent's or School Administration License.
2. Has completed or is currently enrolled in an Ed. S. or Ed. D program.
3. Shall have a minimum of three (3) years classroom experience.
4. Administrative experience preferred.
5. Effective skills in public relations and communications.
6. Proficient in the use of technology.

Evaluated by	Superintendent of Schools
	The employee shall be evaluated annually.