

## CHILTON COUNTY SCHOOLS

**JOB TITLE: Assistant Superintendent**

**QUALIFICATIONS:**

1. Master's Degree in Educational Leadership with valid Alabama certificate in administration/supervision or educational leadership
2. Valid Alabama certification in administration/supervision
3. Three years teaching experience and five years of administrative experience, central office or system-wide administrative experience preferred.
4. Possess and maintains a valid driver's license.
5. Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

**REPORTS TO:** Superintendent

**FLSA STATUS:** Exempt

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

**REQUIRED DUTIES AND RESPONSIBILITIES:**

1. In the absence or unavailability of the Superintendent, will serve as the chief executive officer of the school system.
2. Supervise the Executive Director of Teaching and Learning, Executive Director of Operations and Executive Director of Special Education.
3. Demonstrates support for the school system and its vision, goals and priorities.
4. Keeps abreast of development in curriculum and instruction, and furnishes leadership in determining their appropriateness for inclusion in the system's educational programs.
5. Conducts observation of designated personnel and provides follow-up conferences.
6. Evaluates principals and other administrators and staff as assigned according to the State Department of Education and/or Chilton County Board of Education policy on evaluation of certified and classified employees.
7. Serves as the district Title II coordinator.
8. Supervises, implements, and evaluates professional learning and training programs.
9. Designs, provides and implements professional development activities that address identified instructional needs.
10. Conducts educational research for providing district-wide professional development to meet staff training needs.
11. Participate in meetings, workshops, and seminars for the purpose of conveying and gathering information required in performing functions related to professional development.

12. Ensures the professional development program is designed to improve effectiveness of classroom instruction and is tied to state standards.
13. Input and monitor professional development activities in state-approved site.
14. Review and approve all professional development requests.
15. Create annual professional development calendar.
16. Assist principals in creating building-based professional development.
17. Maintain a library of professional development resources.
18. Oversees the implementation of the Alabama Principal Leadership Development System for all principals and assistant principals.
19. Oversees unit allocations and assists with scheduling needs of the schools.
20. Post vacant and new positions for the school system and processes new hires.
21. Develops the school calendar with input from stakeholders.
22. Oversees the implementation of TEAMS contracts.
23. Assist teachers in the certification process including certification renewal.
24. Provides principals and other administrators with constructive feedback, information, resources and assistance as needed.
25. Coordinates teacher recruitment at all levels.
26. Plans and organizes new teacher orientation and induction.
27. Coordinates teacher mentoring and leads new teacher mentoring program.
28. Coordinates and leads aspiring administrator program.
29. Establishes and implements district evaluation protocol for all certificated and non-certificated personnel.
30. Participates in parent and/or employee conferences as needed.
31. Assists principals in determining the personnel needs of school/worksites.
32. Assists principals with recommendations for contract renewals.
33. Assists with the preparation of the system's budget as need.
34. Disseminates needed information to principals and assistant principals to ensure the proper management of schools and school related events and issues.
35. Assists principals and other administrators in the implementation and operation of the system's curriculum, instruction and assessment program.
36. Mentors school administrators in assigned areas.
37. Manages and responds to emergency and/or crisis as required; serves as liaison with administrators, parents, community members, other agencies, and media as directed.
38. Oversees the development, implementation, and evaluation of assigned schools' continuous improvement, professional development, and accreditation plans and reports and/or coordinates and directs and other department or divisions of the school system as assigned.
39. Assists the superintendent as required with system initiatives, projects, and community involvement activities.
40. Demonstrates initiative in the performance of assigned responsibilities.
41. Exhibits professionalism in the workplace and provides exemplary customer service to all employees and potential employees.
42. Maintains appropriate confidentiality regarding school/workplace matters.
43. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.

44. Works cooperatively and productively with directors, supervisor(s) and other system staff to ensure the system's vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel within the designated time frame.
45. Engages in personal professional growth and demonstrates professional ethics and effective leadership.
46. Reports potential problems, unusual events, or work irregularities to the Superintendent.
47. Responds to inquiries, requests, and constructive feedback in a timely and positive manner.
48. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
49. Uses effective collaboration skills to work as a productive team member, assisting as needed in projects, reports, or activities of the school system.
50. Serves on school system committees, task force, and representative groups as required.
51. Adheres to school system rules, administrative procedures, local Board policies, and state, federal and local laws.
52. Reports absences and takes leave in accordance with Board policies and procedures.
53. Assumes other reasonable job-related duties as assigned by the immediate supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Demonstrated proficiency in oral and written communication.
2. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
3. Knowledge in curriculum, instruction, school system operations, school administration and staff development.
4. Ability to supervise and evaluate personnel assigned to the area of curriculum and instruction.
5. Knowledge of courses of study, current trends and recommended practices in elementary, secondary, career technical and special education.
6. Knowledge of school law, Board policies, safety and security procedures, and State Department of Education regulations.
7. Ability to identify and solve problems as a productive team member.
8. Ability to use technology to plan instruction, to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
9. Ability to be punctual and in regular attendance.
10. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation on personnel.

**SOURCE:** Chilton County Schools, Chilton County, Alabama

**APPROVED**  
 CHILTON COUNTY BOARD OF EDUCATION  
 DATE 3-17-2025