

March 22, 2022

POSTING

The following position will be available within the Washington Court House City Schools for the 2022-2023 school year, beginning August 1, 2022. See attached job description.

ASSISTANT SUPERINTENDENT

All candidates must provide the following:

- A current resume or curriculum vitae
- A letter of interest (no more than 2 pages) on why your background and experience makes you an ideal candidate
- An executive summary of work accomplished in your most recent administrative position (no more than 3 pages)
- At least 3 professional reference letters

Please apply directly to Dr. Tom Bailey, Superintendent
Washington Court House City Schools,
306 Highland Avenue
Washington Court House, Ohio 43160
or by email to tom.bailey@wchcs.org

Deadline for application Tuesday April 5, 2022 by 12 Noon

WASHINGTON COURT HOUSE CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT SUPERINTENDENT

File

Reports to: Superintendent

General Description: An Assistant Superintendent will develop systems to promote and sustain student and staff success through the implementation of the district's vision and innovative approaches to enhance student success. The Assistant Superintendent must think in a visionary, global manner and collaborate with various stakeholders to develop school leaders and enhance skills to advance district and state objectives.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace rules and board policies.
- Successful teaching and administrative experience
- Effective organizational, planning, and project management skills.
- Maintains open and effective lines of communication
- Respects personal privacy. Maintains the confidentiality of privileged information.

Essential Functions:

- Creates a culture of innovation, high performance and accountability.
- Strong strategic thinking and planning skills, including the ability to translate strategic vision into actualized structures and processes and executes against goals.
- Ensures district initiatives align to the district vision, mission, core values and strategic themes.
- Monitors education law and initiates policy and administrative guideline revisions.
- Recommends administrative procedures that facilitate compliance with legal mandates.
- Analyzes and interprets data.
- Audits, researches, develops and implements tools that enhance data informed decision making.
- Supervises personnel as the Superintendent by designate.
- Provides coaching to secondary administrators.
- Oversees the secondary campus and leads vision for the high school and middle school to begin aligning culture, practice and staffing.
- Develops protocols and processes to align the middle school and high school into a cohesive secondary campus.
- Supports secondary athletic departments.
- Facilitates Onboarding strategies that provide a comprehensive orientation process for new teachers in cooperation with the curriculum department.
- Supports the principals in cultivating an environment where staff feel respected and heard, thereby increasing retention rates.
- Develops, maintains and enhances community partnerships including agencies, nonprofits and businesses that enhance district programs and services.
- Acts as the Title IX Appeals Officer.
- Engages in investigations and levies staff discipline when appropriate to maintain the positive engagement in district policies and the Ohio Licensure Code of Professional Conduct.
- Assists in the design and implementation of professional development opportunities for staff.

- Interacts in a positive manner with staff, students and parents and works to resolve concerns.
- Serves as the chief administration officer of the district in the absence of the Superintendent.
- Participates as an active member of the district cabinet.
- Assists the Superintendent in the disciplining of students by conducting hearings for student expulsions in the absence of Superintendent.
- Assists the Superintendent with evaluations as assigned.
- Attends all Board of Education meetings and workshops; prepares and presents reports for the Board as requested by the Superintendent.
- Participates in collective bargaining process and represents the district in its relationship with employee organizations.
- Conducts exit interviews and a survey of personnel leaving the district.
- Serves as an information resource.
- Other duties as assigned by the Superintendent.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive and/or unruly individuals.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Washington Court House City School District Board of Education.

The Washington Court House City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.