



Assist. Supt. of High School Education

Exempt

General Definition of Work

Performs difficult professional and intermediate administrative work planning, assisting and monitoring high school education activities and staff, and related work as apparent or assigned. Work is performed under the general direction of the Deputy Superintendent. Departmental supervision is exercised over all staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary

Current Cabarrus County Schools Asst. Supt. Scale

Reports to

Deputy Superintendent

Essential Functions

- Evaluates and coaches high school principals
- Conducts mid-year reviews of principals' progress toward achieving their professional goals.
- Serves as central office contact and conduit for high school principals.
- Conducts quarterly site visits to all high schools.
- Plans and facilitates monthly high school principals and assistant principals meetings.
- Reviews high school grades, benchmarks, and all state assessment results such as EOC, CTE, etc. in order to facilitate improving student performance.
- Plans and supports professional development activities.
- Evaluates implementation and success of high school choice programs such as academies, IB, STEM, Early Colleges, etc.
- Collaborates with instructional coordinators and specialists.
- Develops and manages budgets for high schools.
- Develops and implements a high school Departmental Improvement Plan that supports the high schools in meeting goals.
- Assists in screening and interviewing assistant principal candidates.
- Assists in mentoring of new principals and assistant principals.
- Participates and/or leads in teaching and learning cross functional teams including PLCs.
- Makes school-related presentations to parent groups, student advisory groups, and other community organizations.
- Oversees the implementation and use of NC Standard Course of Study in all high schools.
- Works with MTSS specialists to support implementation and data review of FAM-S.
- Oversees dropout prevention, graduation rate, and graduation coaches.
- Manages and monitors credit recovery/YES centers

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Knowledge, Skills and Abilities

- Comprehensive knowledge of the principles and practices of high school education.
- Comprehensive knowledge of business practices applicable to high school programs and students.
- Ability to plan and supervise the work of others.
- Ability to establish and maintain effective working relationships with associates, officials, business/industry personnel and the general public.
- Ability to operate standard office equipment and related hardware and software.
- Ability to learn specialized software based on business needs.
- Ability to conceptualize, initiate, monitor and evaluate new and/or current programs.
- Ability to establish and maintain effective working relationships with associates, school officials and parents.

Education and Experience

- Master's degree with coursework in education, administration, or related field and extensive experience working as a principal or high school teacher, or equivalent combination of education and experience.

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking and sitting and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Professional Educator's License including high school upon hire.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.