



Asst. Supt. of Middle Schools

Exempt

General Definition of Work

Performs difficult professional and intermediate administrative work planning, assisting and monitoring middle 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

- Conducts site visits to all middle schools using classroom walkthrough instrument.
- Plans and facilitates monthly middle school principals and assistant principals meetings.
- Coordinates and reports results of middle school benchmarks, EOG and EOC test results to facilitate improving student performance.
- Collaborates with instructional specialists.
- Develops and manages budgets for middle schools.
- Develops and implements a middle school Departmental Improvement Plan that supports the middle schools in meeting goals.
- Assists in screening and interviewing assistant principal candidates.
- Assists with mentoring of new principals and assistant principals.
- Plans and supports professional development activities.
- Monitors school-based PLCs.
- Evaluates principals including conducting mid-year reviews of principals' progress toward achieving their professional goals.
- Serves as central office contact and conduit for middle school principals.
- Makes school-related presentations to parent groups, student advisory groups, and other community organizations.
- Oversees the implementation of the NC Standard Course of Study in all middle schools.
- Supports implementation and success of middle school choice programs, i.e., IB, STEM, and Dual Language Immersion.
- Serves on district MTSS Leadership Team and supports MTSS implementation and data reviews.
- Coordinate quarterly data analysis meetings with school-based teams.

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Knowledge, Skills and Abilities

- Comprehensive knowledge of the principles and practices of middle school education.
- Comprehensive knowledge of business practices applicable to middle 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 middle 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 middle 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.