

# Asst. Supt. of Elementary Schools

*Exempt*

## **General Definition of Work**

Performs difficult professional and intermediate administrative work planning, assisting and monitoring elementary 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 elementary schools.
- Plans and facilitates monthly elementary school principals and assistant principals meetings.
- Reviews elementary school grades, benchmarks, and EOG test results in order to facilitate improving student performance.
- Collaborates with instructional specialists.
- Coordinates and reports results of benchmark testing of reading, math, and science in all elementary schools.
- Develops and manages budgets for elementary schools.
- Develops and implements an elementary school Departmental Improvement Plan that supports the elementary schools in meeting goals.
- Assists in screening and interviewing assistant principal candidates.
- Assists in mentoring of new principals and assistant principals.
- Plans and supports professional development activities.
- Participates and/or leads in teaching and learning cross functional teams including PLCs.
- Evaluates principals including conducting mid-year reviews of principals' progress toward achieving their professional goals.
- Serves as central office contact and conduit for elementary school principals.
- Makes school-related presentations to parent groups, student advisory groups, and other community organizations.
- Oversees the implementation and use of the NC Standard Course of Study and Science of Reading in all elementary schools.
- Evaluates implementation and success of elementary school choice programs such as IB, STEM, Dual-Language, etc.
- Assists with Kindergarten enrollment and transition annually.

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- Works with MTSS specialists to support implementation and data reviews.
- Serves as Read to Achieve contact.

### Knowledge, Skills and Abilities

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



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comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.