

Macon County Board of Education

POSITION TITLE: Director (Certified)

JOB GOAL: To provide leadership in the development, implementation, and evaluation of a specific area for the benefit of the system's total educational program.

REPORTS TO: Superintendent

SUPERVISES: Assigned Staff

PERFORMANCE RESPONSIBILITIES:

1. Provides effective leadership in planning, developing, implementing and evaluating comprehensive programs in area of responsibility.
2. Assists with budget preparation. Coordinates with other departments to assure maximum services, and maintains record/ reports/ inventories in accordance with policies.
3. Assists in selection and placement of personnel, delegates responsibility, and supervises and evaluates staff.
4. Plans and accomplishes personal professional growth and demonstrates professional ethics.
5. Demonstrates proficiency in written and oral communication.
6. Develops and implements a plan for professional growth of staff assigned to area of responsibility.
7. Interprets, supports, and complies with federal and state laws and state and local board policies.
8. Take a leadership role in improving education.
9. Demonstrates effective interpersonal relations skills.
10. Serves as a consultant.
11. Any other duties assigned by the Superintendent.

REQUIREMENTS:

1. Technological Proficiency
2. Knowledge of Leadership and Program Management
3. Applicable Degree, Certification, and Licensure, as required by State Department of Education
4. Appropriate experience and proven track record of success

TERMS OF EMPLOYMENT: 12- month work year.

APPLICATION : Complete online application if applying from outside the system. If within the system, please submit a letter of interest.

Note: Duties for this job are assigned by the Superintendent and may include but are limited to the following areas: Accountability, Assessment, Curriculum, Data Collection and Analysis, Facilities, Federal Programs, Finance, Instruction, Operations, Prevention and Support, School Improvement, Special Education, Student Services, Technology, Transportation.