

Pike County Schools
Job Description
Department: Central Office

Superintendent

Summary of Responsibilities: Pike County Public Schools is seeking an experienced and dynamic leader to serve as Superintendent of Schools. The successful candidate will be responsible for overseeing all aspects of the district, including operations, instruction, assessment, finance, human resources, and strategic visioning.

The Superintendent will work collaboratively with stakeholders to ensure that all students receive a high-quality education and are prepared for success in college, career, and citizenship.

Responsibilities:

- Oversee the day-to-day operations of Pike County Public Schools, ensuring that all activities are carried out effectively and efficiently.
- Develop and implement a comprehensive instructional program that meets the needs of all students and is aligned with state standards and best practices.
- Ensure that all assessments are effective in measuring student learning and are used to inform instruction.
- Manage the district's budget, allocating resources effectively and efficiently to support student learning.
- Provide leadership in human resources management, ensuring that employees are supported and motivated to provide the best possible education to students.
- Work collaboratively with stakeholders to develop and implement a strategic vision for the district that ensures all students have access to a high-quality education.
- Ensure that Pike County Public Schools meets the needs of all students, including those with diverse backgrounds and learning needs.
- Engage with the community and stakeholders to build trust and support for Pike County Public Schools.

Qualifications:

- Master's degree in educational leadership or related field, with a minimum of three years of experience in a Principal or Central Office Director position.
- Knowledge of Georgia education policies and procedures.
- Strong leadership, communication, and interpersonal skills.
- Experience in budget management and financial planning.
- Experience in human resources management.
- Knowledge of instructional best practices and assessment methods.
- Ability to work collaboratively with stakeholders to develop and implement a strategic vision for the district.

Functions and Tasks:

(a) The Superintendent shall have charge of the administration of the school system under the direction of the Board.

(b) The Superintendent shall implement all policies of the Board, all rules and regulations of the State Board of Education and State Department of Education and all state and federal laws relevant to education and the operation of the school system.

(c) The Superintendent shall be the executive officer and secretary of the Board and shall attend and participate in all meetings of the Board providing administrative recommendations on each item of business brought before the Board, except when his own employment, performance, or salary are under consideration.

(d) The Superintendent shall assume responsibility for the overall financial planning of the school system, for the preparation of the annual budget and for submitting the budget to the Board for review and approval.

(e) The Superintendent shall recommend all employees for employment and assignment by the Board and shall supervise, direct and control all employees of the Board.

(f) The Superintendent shall act as a liaison between the school system and the community and shall be responsible for a program of public relations and for creating and maintaining a wholesome and cooperative working relationship between the schools and the community.

(g) The Superintendent shall require such reports as he may deem necessary from principals, supervisors, teachers or other employees and shall furnish to the state school superintendent all reports and information which may be required from time to time.

(h) The Superintendent shall stay abreast of educational trends and developments by reading widely, visiting other systems and participating in appropriate professional organizations, both state and national organizations such as GSSA.

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