

**HANCOCK COUNTY SCHOOLS**  
**New Cumberland, West Virginia**

**POSITION:** Superintendent of Schools

**GENERAL JOB DESCRIPTION:** As chief administrative officer of the school system, this individual is responsible for the total operation of the school district. Under direction from the Board of Education, this individual is to organize the school system in a manner that will provide the best of educational opportunities for students in relationship to the resources available for that purpose. Policies of the Board of Education must be carried out by the Superintendent or his/her designate in a manner as intended by the members.

**QUALIFICATIONS:** Must hold a valid West Virginia certificate from the State Department of Education with an endorsement for Superintendent of Schools, and it is preferred that each applicant have administrative experience.

**RESIDENCY:** The applicant (finalist) who is awarded the position must, during his/her tenure as Superintendent, satisfy the statutory residency requirement for county superintendent, which requires that he/she be a resident of Hancock County or a contiguous county in West Virginia.

**FUNCTIONS AND RESPONSIBILITIES:** To provide the leadership necessary for an educational atmosphere conducive to educational opportunities which will permit students to develop to their greatest potential. The system must be operated as financially expedient as possible within the framework of the State Code and Philosophy of the Board of Education. All facets of the school program are under the direct supervision of the Superintendent's office. The Superintendent will have the Assistant Superintendent directly responsible to him/her.

To establish positive public and employee relations in his/her area of responsibility.

To follow county policies and procedures.

To maintain professional appearance.

Department administrators are responsible to carry out the following responsibility under the supervision of the Superintendent:

1. Chief School Business Official, Treasurer -- shall be responsible for the efficient operation of the financial affairs of the school district including budget preparation, control, accounting and cost analysis, purchasing goods and services, elections, bonding, insurance programs, tax levies and property transfers; shall also develop and maintain sound purchasing procedures.
2. Assistant Superintendent (Curriculum and Personnel) -- shall be responsible for overseeing all curriculum as well as all personnel and Title II.

**POSITION: Superintendent of Schools (Continued)**

3. Director of Facilities and Maintenance -- shall be responsible for the efficient operation of all buildings in the Hancock County school system as well as developing a procurement and warehousing plan sufficient to meet instructional and plant operation and maintenance needs of the district. Equipment inventory for administrative or fire protection purposes shall be maintained.
4. Director of Student Services -- shall be responsible for attendance, testing, school/county crisis plans, nursing, counselors, Title I and Title III, and K-5 curriculum.
5. Director of Transportation -- shall be responsible for student transportation in Hancock County and county vehicles.
6. Director of Special Education -- shall be responsible for special education services, IEP's, 504's, Pre-K programs, and Title IX.
7. Director of Technology -- shall be responsible for providing the infrastructure and tools needed for each school and department access to technological applications.
8. Director of Career-Technical Education -- shall be responsible for the efficient operation of the John D. Rockefeller IV Career Center, Adult Basic Education, high school equivalency programs, and curriculum grades 6 through 12.