

*ONEONTA CITY SCHOOLS*  
*Office of the Superintendent*  
*28370 State Highway 75, Oneonta, AL 35121*  
*205-543-1515*

**JOB POSTING**  
**April 27, 2021**

**Title:**

**ASSISTANT SUPERINTENDENT / System Curriculum  
Coordinator, Professional Development Coordinator,  
and System Federal Programs Coordinator**

**Application Closing Date:**

**May 12, 2021**

**Qualifications:** Must have the technical skills and personal attributes to complete all duties related to job (job description provided during application process)

**Contract Terms:** Determined by OCS salary schedule, twelve-month contract.

**Salary:** Salary is based on appropriate step and rank on the approved salary schedule.

**Performance**

**Responsibilities:** Carry out all duties related to job as assigned by Supervisor

Applications are accepted through ALSDE Teach In Alabama website or can be mailed to Oneonta City Schools, Attn: Central Office, 28370 State Highway 75, Oneonta, AL 35121. Applications will be accepted through May 12, 2021.

Current employees of this system should indicate in writing they wish to be considered for this position and application should be updated.

To be considered complete, applications should include a copy of the certification and college transcript.

It is the official policy of the Oneonta City Board of Education not to discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded or be denied of or be subjected to discrimination under any program, activity, or employment.

Inquiries or complaints regarding compliance with Federal Regulations may be directed to Federal Programs, Title IX, Section 504, and Title VI Coordinator, Oneonta City Board of Education, 28370 State Hwy 75, Oneonta, AL 35121, (205) 543-1515. Employees should utilize the grievance procedure outlined in the Board Policy, November 2002, Section 601.1.

**ONEONTA CITY SCHOOLS  
JOB DESCRIPTION / POSITION POSTING**

**POSITION TITLE:** ASSISTANT SUPERINTENDENT / System Curriculum Coordinator, Professional Development Coordinator, and System Federal Programs Coordinator

**QUALIFICATIONS:**

- A. AA/Ed.S. certification is preferred but not required;
- B. Master's Degree or certification in educational administration or supervision;
- C. Minimum of five (5) years of successful teacher and/or administrative experience;
- D. Certification in elementary or secondary teaching field is preferred but not required.

**REPORTS TO:** Superintendent of Education

**JOB GOAL:** To serve as an instructional leader of the school and work with staff, students, and community to ensure a high quality educational program. To use leadership, supervisory, and administrative skills to promote the educational development of each student. To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible members of society.

**JOB DESCRIPTION AND PERFORMANCE RESPONSIBILITIES:**

1. To provide general administrative and supervisory capacity for the Superintendent.
2. To assist with coordination and supervisory of the Superintendent's office and staff.
3. Provide leadership in the development of program and personnel budgets working with program coordinators, administrators and the Chief School Finance Officer.
4. Provide leadership in the coordination, supervision, and evaluation of district coordinators, programs, and operations.
5. Develop and maintain Board Policies Manual and Student Handbooks.
6. Provide leadership to district administrators related to discipline issues, policies, and procedures.
7. Participate in principal and coordinator evaluations.
8. Assist with the district capital plan; assist in the development of budgets for new construction, general operations, and maintenance of buildings.
9. Serve as system Curriculum Coordinator, Professional Development Coordinator and Federal Programs Coordinator. Oversee ELL program, Gifted Education, Homeless Program, Counseling Program, Education Effectiveness, Mentoring Liaison, Textbooks and Accountability.
10. Other duties as assigned by the Superintendent of Education.

**TERMS OF EMPLOYMENT:** Twelve-month contract

**SALARY:** Based on the Oneonta City School System salary schedule.

**EVALUATION:** Oneonta Board of Education Personnel Evaluation Plan