

TALLASSEE CITY BOARD OF EDUCATION
ANNOUNCES VACANCY IN THE POSITION OF
SUPERINTENDENT OF EDUCATION

The Tallassee City Schools (TCS) Board of Education will be accepting applications for the position of Superintendent of the TCS System until 4:00 p.m. on Monday, August 24, 2020.

The TCS Board of Education operates 3 schools with an enrollment of 1576. It employs 125 certified personnel, 8 administrators, and 45 support personnel. The TCS annual budget is approximately \$17,500,000.00.

Job Description: Superintendent of the Tallassee Board of Education with the duties set forth for city superintendents in the Code of Alabama Code §16-12-1 et seq. and by the school board.

Salary: The minimum salary is \$120,000.00 which is subject to negotiation commensurate with qualifications, experience and proven track record.

Qualifications:

- Must be a leader with unquestionable integrity
- Must be committed to providing students and staff the resources necessary to reach their full potential
- Must have at least three years of experience in school administration at the campus and/or central office level
- Must hold the appropriate certification to be an Alabama Superintendent
- Must have a doctorate in education from an accredited college or university
- Superintendent will be expected to reside in the greater Tallassee area
- Must be able to communicate and work with diverse community groups

Responsibilities:

- Attend and participate in all meetings of the Board and its committees, except when own employment or salary is under consideration.
- Advise the Board on the need for new and /or revised policies and see that all polices of the Board are implemented.
- Prepare the annual operating budget and implement the Board-approved budget.
- Prepare and submit to the Board recommendations relative to all matters requiring Board action, place before the board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
- Inform and advise the Board about the programs, practices, problems, and academic progress of the schools, and keep the Board apprised of the activities operating under the Board's authority.
- Recommend the number and types of positions required to provide proper personnel for the operation of the school system.
- Secure and nominate for employment the best qualified and most competent teachers, supervisory and administrative personnel.
- Recommend for Board approval, any transfer and assignment of employees as the interest of the system may dictate.
- Report to the Board the case of any employee whose service is unsatisfactory and recommend appropriate action.
- Hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
- Keep the public informed about modern educational practices, educational trends, and the policies, practices, and problems (including those related to safety and health) in the system's schools.

- Ensure the acquisition of appropriate technology, and training of personnel in its use, as necessary to meet the needs of students as curriculum delivery methods evolve.
- Delegate at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.
- Keep informed of modern educational thought and practices by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keep the Board informed of trends in education.
- Assume leadership responsibility within the profession for the overall benefit of education in general and the school system in particular.
- Ensure necessary maintenance of all Board-owned properties.
- Make recommendations on all appropriations for sites and buildings, and improvements, alterations, and changes in the buildings and equipment in the district.
- Recommend to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
- Maintain adequate records for the schools, including a system of financial accounts, business and property records, personnel files, school enrollments, and all scholastic records. Act as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
- Make recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
- Attend, or delegate a representative to attend, meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
- Recommend the establishment or alteration of attendance boundaries for the system within State and Federal mandates, that are in the interest of good administration of the instructional program.
- Supervise the effective carrying out of all constitutional or statutory laws, state regulations, and Board policies.
- Act at own discretion if action is necessary in any matter not covered by Board policy and report such action to Board as soon as practicable.
- Represent the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
- Perform such other tasks as may from time to time be assigned by the Board.

Application information:

This search is being conducted by Tallassee City Board of Education. All applications must be mailed to The Griggs Law Firm PO Box 780789 Tallassee, Al 36078. Attn: Don Bryant.

**Applications must be completed and transcripts received
By 4:00 PM on Monday, August 24, 2020**

**For additional information, contact Marilyn Speake, Administrative Assistant, at the
Tallassee City Board of Education
334-283-6864 or by email @ marilyn.speake@tcschools.com**