

# STEPHENS COUNTY SCHOOLS

191 Big A School Road  
Toccoa, Georgia 30577

Bryan Dorsey  
Superintendent (Interim)

706-886-9415  
Fax 844-497-6593

## NOTICE OF VACANCY

September 21, 2021

### POSITION: Superintendent

**EFFECTIVE DATE:** July 1, 2022

#### GENERAL INFORMATION:

##### Required:

- Possession of a specialist degree (Ed. S.) and hold or be eligible for a Georgia Leadership Certificate at the L-6 level. Certificate number or letter of eligibility from the Georgia Professional Standards Commission, as verification of such eligibility, must be provided. Georgia certification information is available from the Georgia Professional Standards Commission, 200 Piedmont Avenue, Suite 1702, Atlanta, GA 30303; 800-869-7775 or gapscc.com
- Of good moral character; not convicted of any crime involving moral turpitude, as required by GA law; possession of high standards of ethical and moral conduct and that s/he promote the success of all students by adhering to ethical principles and professional norms.
- Has no immediate family members serving on the Stephens County Board of Education or employed as an administrator in the school district after July 1, 2009, as required by GA law.
- Must provide three (3) letters of professional references within the last three years.
- Must complete an on-line application.
- Must have a minimum of five (5) years as a building level administrator and/or district administrator.

##### Preferred:

- A willingness to reside in Stephens County.
- A documented history of outstanding experience as a teacher, principal, and/or other central office experiences in a public school district in the Southeastern United States similar to Stephens County.
- The ability to set a widely shared vision, target a mission for learning and foster a positive climate of mutual trust and respect among faculty, staff, administrators and the Board of Education.
- Possesses strong instructional foundation and demonstrated ability to apply knowledge of current research-based practices in teaching and learning, instructional administration, techniques and programs that enhance instructional capacity and maximizes student learning.
- Evidence that the applicant possesses a global understanding of the management of facilities, transportation, nutrition, technology and the state's funding of district operations.
- A demonstrated ability to collaborate with faculty and community members, to respond to diverse community interests and needs and to mobilize community resources.
- A documented history of promoting success and well-being of all students and staff by adhering to ethical principles and professional norms.
- A demonstrated knowledge of local, state and federal laws and mandates, board of education policies and code of ethics.

**THIS POSITION SUPERVISES:** Deputy Superintendent, Assistant Superintendent, District Level Staff, Directors, Supervisors, Coordinators, as well as Principals, Assistant Principals, Teachers, and Support Staff.

**DUTIES:**

**The duties include but are not limited to:**

- Provides leadership over the collective operations (non-academic) program for the school system.
- Sets short-term and long-term operational goals for system in conjunction with other personnel.
- Works in close collaboration with Directors and Central Office Staff.
- Assists Assistant and Deputy Superintendent with day-to-day operational functions of school system.
- Guides and leads all employees under direct and indirect leadership.
- Supervises and evaluates performance of those under leadership; assists with personnel assignments in areas of supervision.
- Mentors principals to ensure their success at the building level.
- Works in conjunction with School Financial Officer(s) on budgets related to areas of assignment.
- Represents or assigns designee as representation of SCSS at required functions.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files.
- Enforces general board policies and specific department level policies and procedures and issues coaching/disciplinary documentation to employees as necessary.
- Coordinates the investigation of accidents, injuries or unsafe conditions and ensures a comprehensive and effective safety program is in effect.
- Examines all contracts related to school/system operations.
- Communicates with other administrators, system employees, and contractors to coordinate activities and programs, resolves issues and conflicts, and exchanges information to assure effective and productive services.
- Oversees/conducts professional development in areas of responsibility.
- Any other duties as assigned

**Salary and Benefits:** A negotiated compensation arrangement with a mix of salary and benefits.

**CONTACT:** John Stith Director of Human Resources (706) 297-7210 [John.Stith@stephencountyschools.org](mailto:John.Stith@stephencountyschools.org)

**APPLICATION DEADLINE:** Open until position is filled

**PROCEDURE:** Complete the online application process. Current employees will submit a letter of interest and resume' to the Director of Human Resources. Applications will be screened and applicants contacted for interviews.

*The Stephens County Board of Education does not discriminate on the basis of race, color, national origin, sex, marital status, age, native language, religion, creed or disability.*