

Summers County Schools
Job Description
Director of Attendance, Facilities, & Technology

QUALIFICATIONS

- Master's Degree required
- Two years of administrative experience required
- Possess or ability to obtain appropriate certification as attendance director
- Three years of teaching experience preferred
- Ability to utilize professional skills in a way to enhance the team environment and effectively manage and communicate with employees
- Drug test conducted pursuant to Summers County Board of Education Policy IV-H-1
- Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

TERM: 240 Days

SALARY: Based upon teacher's state scale plus monthly supplement of \$950

RESPONSIBLE TO: Superintendent

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ATTENDANCE: Shall serve as director of attendance as required by state code (18-8-4) including, but not limited to the following:

- Promote regular school attendance and take steps to encourage regular school attendance for all students in Summers County Schools.
- Cooperate with existing state and federal agencies charged with enforcing child labor laws for work permits.
- Ensure required meetings take place with parents and students who have excessive absences.
- Make home visits for students who have excessive absences.
- Prepare legal notices and work with the courts concerning truancy.
- Attend court proceedings.
- Verify satisfactory attendance for drivers' licenses.
- Prepare DHHR notifications.
- Serve as a liaison for homeless children.
- Oversee school-based probation officer.
- Oversee the homebound process.
- Oversee the home school process.

FACILITIES: Shall serve as director of facilities and shall:

- Establish and operate procedures for disposal of property declared surplus by the administration or the Summers County Board of Education.

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- Coordinate and organize the maintenance of facilities for Summers County School in accordance with the WV State Department of Education and other regulatory agencies as funds become available for that purpose.
- Seek funding for the purpose of maintaining and improving the school facilities of Summers County.
- Address and eliminate deficiencies at facilities of Summers County Schools as noted in various reports by the regulatory agencies such as, but not limited to, the Summers County Health Department, the WV State Fire Marshall, and the WV State Board of Risk and Insurance Management as funds become available for this purpose.
- Establish and monitor procedures for reporting maintenance problems at each school and monitoring the resolution of the problem.
- Establish procedures for routine maintenance at all facilities of Summers County Schools so as to minimize long-term facility problems.
- Act as asbestos coordinator for Summers County Schools.
- Write and manage the Comprehensive Educational Facilities Plan.
- Evaluate or participate in the evaluation process of county maintenance department employees.

TECHNOLOGY: Serve as director of technology and shall:

- Coordinate the WV Department of Education's Computer Education Programs
- Apply for and manage grant monies related to technology.
- Write and update the county technology plan
- Apply for and coordinate the Federal Communications Commission/Schools and Libraries Division E-Rate Program.
- Attend WVEIS WOW & Office 365 training
- Oversee the training of county staff in the use of WVEIS WOW & Office 365
- Oversee the county's web site.
- Meet with and update Technology Systems Specialist
- Oversee the county's virtual school platform.
- Oversee virtual school facilitators.
- Evaluate or participate in the evaluation process of Technology Integration Specialists and Technology System Specialists.
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ADDITIONAL JOB DETAILS

- Perform any and all other job-related duties assigned by the Superintendent.
- This job description remains effective unless revised or rewritten by the Superintendent of Summers County Schools.