

ANDERSON COUNTY BOARD OF EDUCATION

Anderson, South Carolina

NOTICE OF VACANCY

POSITION:	Administrator, Anderson County Board of Education
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QUALIFICATIONS:	The Administrator must possess a BS or BA from a four-year accredited college or university. Preferred qualifications include a master's degree of specialist (EDD/ESD) with a minimum of 10 years' experience in education as a classroom teacher, supervisor or administrator. Must have obtained college credit and coursework in economics, finance, and statistics (or equivalent coursework). Must be proficient in fund accounting, OMB audit requirements and the state of SC funding manual. Must have an outgoing personality, be neat and orderly, be able to communicate with superintendents, principals, teachers, board members, legislative delegation, members of the general public and staff.
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REPORTS TO:	Anderson County Board of Education
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POSITION GOAL:	Manages all day-to-day operations of the Anderson County Board of Education. Supervises all employees, independent contractors, and School-Based Mental Health Counselors. Is responsible for representations of employee conduct during business hours and to the general public, school districts, schools and board members. Is responsible for and assists the School Nutrition Director to ensure compliance with USDA regulations, free, reduced, paid meals and audits. Is responsible for dissemination of financial data to school board trustees, county treasurer, county auditor and to elected members of the County Board of Education for budget review, discussion, and approval of the operating budgets for each school district in Anderson County as prescribed by state law. Is responsible for all departments operated by the County Board of Education to include School Finance, Attendance, School Food Service Management, School-Based Counseling and all other personnel. Is responsible for the preparation and submission of the operating budgets of the County Board of Education and Renaissance Academy (Anderson County Alternative School) in conjunction with the Finance/Budget Committee from each entity. Is responsible for the monthly transfer of funds to the school districts from the various sources of revenue. Required to promote and represent the County Board of Education in the community. Must perform any other duties as prescribed by the members of the County Board of Education.
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TERMS OF EMPLOYMENT:	Full-time Year-round Position
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FILING DEADLINE:	October 11, 2023 (Position will remain open until filled.)
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APPLICATION PROCEDURES:	Interested candidates should submit a letter of intent, resume' and list of three references to: Anderson County Board of Education 907 North Main Street, Suite 202 Anderson SC 29621 ATTN: Personnel Committee e-mail: jhead@boardofed.net
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Application deadline is for the convenience of the County Board. The County Board reserves the right at any time to extend the deadline without notice and without final consideration of any pending applications. The Anderson County Board of Education operates without discrimination on the basis of race, sex, color, religion, national origin, age, or disability in compliance with Title VI, Title VII, Title IX, Section 504, and all other applicable civil rights legislation. The Anderson County Board of Education is an Equal Opportunity employer.