

Job Description

Title: Editor of School Policy Manual and Standard Operation Procedures Handbook

Minimum Qualifications: Licensed certified school administrator. Administrative experience in elementary, secondary, and school district administration is required along with a thorough knowledge of West Virginia School policies and procedures.

Immediate Supervisor: Assistant Superintendent of Curriculum and Instruction

Salary: Stipend

RESPONSIBILITIES:

Review the Jefferson County School Policy Manual and Standard Operating Procedures Handbook in comparison to current WV Code for the purpose of updating and editing the Instructional and Student portions of the guides. Responsibility for re-write, legal review by Board attorney and submission/presentation to the Board for review and approval.

PERFORMANCE STANDARDS:

Must be proficient in:

- Formatting documents on the computer
- Clear and concise writing skills
- Grammar usage
- Computer research
- Understanding of West Virginia Code
- Positive interpersonal skills
- Completing tasks in a timely manner
- Public speaking

Weekly timesheets and progress reports to be submitted to the Assistant Superintendent of Curriculum & Instruction.

