

Benton County School District



Benton County: Rising to Excellence!

Regina Biggers, Ed.D.
Superintendent

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662-224-6252

Apply: <https://www.benton.k12.ms.us/hr>

Qualifications:

1. Minimum of AA certificate in Administration and Supervision
2. Three years of successful school administrative experience preferred
3. High school experience preferred
4. Evidence of administrative capabilities including, but not limited to previous administrative assignments

Reports To:

- Superintendent

Supervises:

- Teaching and classified staff, students, buildings and equipment, instructional and disciplinary programs, building and facilities management, fiscal management, and public relations activities at assigned job site

Job Goal:

- To provide on-site administration and execution of the district goals, educational programs, policies, and regulations; development of school mission, goals and objectives; allocation of financial and human resources within school programs in accordance with budgetary requirements; and facilitation of cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment.

Duties & Responsibilities:

- ✓ To exercise all the powers and duties imposed upon his office by statute
- ✓ To recommend to the Superintendent the teachers to be employed at his/her particular school
- ✓ To recommend to the Superintendent secretarial staff, teacher assistants, custodial and

other non-certified staff to be employed at his/her school

- ✓ To prepare and present to the Superintendent benchmark, annual and other reports on school progress
- ✓ To administer the instructional and non-instructional programs at his/her school, and to assign and supervise generally all personnel at his/her particular school
- ✓ To evaluate personnel following the policies of Benton County School District and the State Department of Education;
- ✓ To plan and supervise custodial care of the school grounds and facilities at his/her
- ✓ campus
- ✓ To enforce the rules and regulations of the BCSD School Board in his/her school in a fair and impartial manner
- ✓ To maintain and enforce appropriate discipline at his/her particular school
- ✓ To refer to the Superintendent any and all matters involving school personnel, students, or patrons, which have been considered through the proper echelon of authority and in which satisfactory settlements have not been reached
- ✓ To perform other reasonable administrative duties