



KING AND QUEEN COUNTY PUBLIC SCHOOLS

PROFESSIONAL/INSTRUCTIONAL VACANCY ANNOUNCEMENT

POSITION TITLE: Director of Chesapeake Bay Governor's School
APPLICATION DEADLINE: Open until Filled

SALARY: Based on qualifications and experience
FLSA: Exempt/260 days/12 months

POSTED: April 9, 2025

Position Summary: Under general supervision of the participating school division Superintendents - to develop, implement, direct, supervise, and coordinate the curriculum and instructional programs for the CBGS Joint School Board; in collaboration with the Director of Finance of the fiscal agent, develop and administer the budget for CBGS; to manage human resources for CBGS; and to develop and implement programs, consistent with the CBGS School Board goals as well as applicable laws.

Minimum Qualifications:

- Virginia State Certification in PK-12 Administration and Supervision
- Motor Vehicle operator's license or ability to provide own transportation.
- State Superintendent License Preferred (Not Required)

Essential Functions:

Academic programming and instruction

- Directs the selection and adoption of instructional and technological materials
- Coordinates and facilitates the logistics for field studies

Program management

- Oversees and implements CBGS' Strategic Plan
- Oversees and implements recommendations from the VDOE Academic Year Governor's School Evaluation
- Responsible for all state reporting requirements
- In coordination with the fiscal agent Director of Finance and based on state and local allocations, develops and monitors the budget to ensure appropriate fiscal management of appropriated funds
- Administers school-based multiple accounting system (operational and activity) to include local and state revenue and expenditures in compliance with educational accounting standards

Personnel management

- Implements and administers professional development that supports faculty and programmatic needs
- Coordinates the recruitment and selection of certified personnel
- Oversees the licensure process for instructional faculty

Student affairs

- Fosters a climate in the school that promotes a community of learners across all campuses
- Oversees recruitment efforts and initiatives with partnering high schools and middle schools
- Coordinates with the CBGS Advisory Committee regarding student placements, courses, scheduling, transportation, students' needs, and other emergent issues as needed



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- Supervises Governor's School student information system record keeping and reporting.
- Provides plans of academic support to address student retention and success in the program
- Implements a health and mitigation plan (as needed) to address the physical and mental safety and well-being of the school community

Communication

- Prepares and presents CBGS agenda items to the Joint School Board, Superintendents' Steering Committee, and the Advisory Committee
- Establishes effective communication and coordination with stakeholders, including: parents, Rappahannock Community College, prospective students, alumni, division leadership, organizational partnerships, the CBGS Education Foundation
- Works closely with Rappahannock Community College to coordinate class offerings and selection of qualified teachers
- Supports and encourages shared decision making, teamwork, and collaboration across campuses
- Supervises the preparation of all promotional materials designed to inform the public of programs.

Education

- Bachelor's Degree and Master's Degree from an accredited college or university.
- Doctorate Degree preferred but not required.
- Experience conducting graduate level research

Experience

- Successful experience in researching and implementing practices related to instruction, curriculum development, professional development, and supervision at the secondary level
- Must possess leadership qualities and personal characteristics necessary for developing effective working relationships with students, teachers, parents, and school division personnel and other community individuals and groups involved in gifted education
- Successful leadership/administrative and supervisory experiences
- Experience in administering an annual budget
- Experience managing human resources activities
- Experience working with gifted populations of learners

Physical Requirements:

Works in standard office and school buildings and participates in immersive, outdoor field experiences that may require physical demanding tasks (hiking, etc.).

Supervision Exercised: Superintendent of Region 3