

## Assistant Superintendent

Certified Position - 0030

<u>Salary</u> Per Salary Schedule	<u>Days</u> 240	<u>Reports to:</u> Superintendent
--------------------------------------	--------------------	--------------------------------------

### SCOPE OF RESPONSIBILITIES

- Provides leadership in developing, achieving, and maintaining the best possible operational programs and services
- Collaborates with leadership and is responsible for representing the best interests of the K-12 school programs
- Provides direct supervision of responsible staff
- Provides leadership in complying with federal and state laws and regulations

### PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Attend Board meetings and prepare reports for the Board as requested
2. Prepare drafts of Board policies and administrative procedures for the Superintendent's review and action
3. Stay informed of and interpret all laws, regulations, statutes, rules, and policies affecting all areas of the district
4. Devise comprehensive and effective systems of record-keeping in accordance with student support services and operational needs
5. Develop long and short range goals in all areas of the district
6. Confer with appropriate departments on matters of concern
7. Oversee operations of the Instruction, Assessment, and Special Education programs to include the development, monitoring, and updating of a comprehensive plan for design and delivery of curriculum and assessment for PreK-12 content and to assist the classroom teacher with the design of lessons to deliver the written curriculum; ensure that textbooks, instructional materials, technology, and resources are aligned with the written curriculum; responsible for the development and implementation of a district instructional model
8. Oversee the Facilities & Maintenance operations of the district to include ongoing inspection and repair of facilities and implementation of the custodial program in the schools
9. Oversee the operation of the Technology program districtwide; serve as a liaison between technology and instructional staff; provide leadership for implementing the district technology plan
10. Oversee the Human Resources program including employment, compensation, negotiations, employee relations, employee benefits, and employee assistance; supervise the performance of staff; participate in the employment, assignment, promotion, transfer, suspension, and dismissal decisions of all employees district-wide
11. Oversee operations of the Pupil Personnel, Food Services, and Transportation departments
12. Oversee the Finance operations of the district to include payroll, expense control, federal program accounting, financial reporting, cash flow, and revenue
13. Collaborate with district and school leadership in matters relating to PreK-12 instructional program development and the use of assessment data for improvement of instruction
14. Create and maintain evaluation procedures to quantify staff performance; provide direction for measured improvement of practices, student achievement, and leadership
15. Confer with the Superintendent regarding the selection, assignment, and transfer of staff members and other administrative personnel
16. Develop operational procedures to improve processes and efficiency
17. Develop the operating budgets for assigned departments and assure all functions operate within the appropriated allotment
18. Assure compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and district policies, rules, and procedures relating to all programs
19. Communicate the goals, objectives, and progress in areas of responsibility to all stakeholders
20. Maintain regular and predictable attendance
21. Adhere to the professional code of ethics
22. Successfully utilize technology as appropriate in job function
23. Performs other duties as assigned by the Superintendent

### MINIMUM QUALIFICATIONS

1. Kentucky Certification for Superintendent
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable