**JOB DESCRIPTION FOR: Assistant Superintendent for Student Services and Support**

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**REPORTS TO:** Superintendent

**QUALIFICATIONS:**

As established by Kentucky Revised Statutes, the Kentucky State Board of Education and the Board of Education. Requires Professional Certificate for Superintendent.

**GENERAL RESPONSIBILITIES for Student Services:**

To supervise all district-wide functions which relate to pupil personnel attendance, health,

behavior, and necessary records.

**DUTIES:**

1. Enforce the compulsory attendance and census laws of the district.

2. Acquaint the school with home conditions of the child, and the home with the work and advantages of the school.

3. Ascertain the causes of irregular attendance and truancy and seek the elimination of

these causes.

4. Secure the enrollment in school of all children who should be enrolled and keep all

enrolled children in reasonably regular attendance.

5. Make home visits of children who are absent from school.

6. Maintain the records and make reports that are required by law, by regulation of the state

board of education and by the Superintendent and local board of education.

7. Implement and enforce school boundaries as directed by the board of education.

8. Work with the Superintendent to make the pupil personnel services an integral part of

the total school program.

9. Initiate programs, policies and procedures to facilitate all students.

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ELIZABETHTOWN INDEPENDENT SCHOOLS Page 1 of 5

**JOB DESCRIPTION FOR: Assistant Superintendent for Student Services and Support (continued)**

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10. Work with all school personnel, i.e., teachers, principals, supervisors, to develop

programs that promote the health and educational improvement of the child.

11. Serve as a liaison between the school and agencies offering services to children and their

families.

12. Develop and maintain good public relations with all factions of the school and

community to promote the welfare and educational development of the child.

13. Work directly with the social services worker to promote the welfare of all school-age children.

14. Coordinate the school health programs and make necessary reports to the State Department of Education.

a. see that all children have up-to-date immunization certificates;

b. eye screening tests;

c. hearing tests;

d. scoliosis.

15. Formulate policies and procedures for all areas of responsibility.

16. Make reports of the disciplinary hearings and results to the local superintendent.

17. Coordinator of Public Law 874:

a. Determine those students who meet the requirements of federal aid to impacted

areas.

b. Make necessary reports to the State Department of Education of Health, Education

and Welfare.

18. Develop school calendars.

19. Establish report card days and grading periods.

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ELIZABETHTOWN INDEPENDENT SCHOOLS Page 2 of 5

**JOB DESCRIPTION FOR: Assistant Superintendent for Student Services and Support (continued)**

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20. Approve all tuition students before enrolling in Elizabethtown Independent Schools and

help with collection of tuition fees.

21. Serve as the coordinator for Title IX.

22. Attend professional meetings.

23. Administrative Advisor for Family Resource/Youth Service Center.

24. Assist, as needed and directed by the superintendent, in the coordination of transportation.

25. Assist, as needed and directed by the superintendent, in the coordination of alternative programs.

26. Other duties as assigned by the Superintendent.

**GENERAL RESPONSIBILITIES for Transportation:**

1. Develop the bus routes as required by the residence of the pupils.

2. Coordinate and oversee all aspects of bus driver training to include supervision of the trainer.

3. Designate buses to be used for athletic, extra-curricular, and school field trips.

4. Help determine the conditions of the streets as to when the buses can be operated safely in transporting pupils to and from school and make recommendations to the superintendent concerning inclement weather conditions, opening, delay opening and/or closing of schools.

1. Supervise the coding of students in the teachers’ attendance registers as to proper transportation coding.

6. Supervise bus drivers.

7. Monitor the buses in the morning and afternoon.

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ELIZABETHTOWN INDEPENDENT SCHOOLS Page 3 of 5

**JOB DESCRIPTION FOR: Assistant Superintendent for Student Services and Support (continued)**

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8. Interview and recommend prospective bus drivers to the Superintendent for employment.

9. Provide professional development training for all drivers.

10. Assign bus driver to routes.

11. Provide safety instruction for students.

12. Conduct safety evacuation drills for all students twice a year.

13. Attend all required workshops.

14. Maintain CDL so as to assist as needed.

15. Maintain mileage and driver reports for extra activities trips.

16. Assist principals as needed in transportation and/or discipline issues related to students.

17. Perform other duties as assigned by the Superintendent

**GENERAL RESPONSIBILITIES for the Alternative Centers:**

1. Direct, supervise and evaluate the alternative school programs and the performance of all personnel assigned to the schools.

2. Oversee the maintenance of standards concerning student discipline, health and safety.

3. Supervise attendance and evaluate teaching staff and other staff personnel in accordance with policies and administrative procedures.

4. Initiate, supervise and/or conduct staff development activities for each building level.

5. Participate in all administrative meetings as required or as appropriate.

6. Keep the Superintendent informed of each school’s activities and problems.

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ELIZABETHTOWN INDEPENDENT SCHOOLS Page 4 of 5

**JOB DESCRIPTION FOR: Assistant Superintendent for Student Services and Support (continued)**

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7. Maintain high standards of student conduct and enforce discipline according to due

process.

8. Assist as needed to provide coverage to enable the staff to have a duty-free lunch and

planning time and provide instructional assistance to cover classes as needed.

9. Perform other duties as assigned by the Superintendent.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION APRIL 19, 2010

REVIEWED AND RE-ADOPTED:

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