

POSITION: **ASSISTANT SUPERINTENDENT OF ADMINISTRATION**

POSITION SUMMARY: To direct the development and implementation of all phases of human resource management. Assist with improvement of instructional programs throughout the district.

QUALIFICATIONS: KY Certification for School Superintendent or equivalent; three to five years district level administrative experience.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

- Provides active leadership for coordination of Personnel, Federal Programs, Student Health Program, Technology and Special Education
- Works collaboratively with administrators, school staff, parents and community stakeholders towards school improvement.
- Collects and analyzes staffing data relative to the school improvement process
- Identifies problem staffing areas to resolve concerns
- May represent management in employee relations investigations
- Provides input for the development of policy and administrative regulations.
- Systematically analyze each department's capacity to improve services and consider ways to most effectively provide support services by developing operational plans that focus, connect, and align with district activities.
- Identify information needed to administer programs, information required for state and federal legislative and program reporting mandates, or key questions on education conditions.
- Identifies and defines data elements that generate the information needed for all reporting.
- Identifies how all functions link to student achievement and implements practices to enhance performance.
- Coordinates the student teacher programs in collaboration with local universities.
- Coordinates the Certified Evaluation Plan
- Assists in the design and implementation of audit instruments, strategic planning, and consolidated planning to focus on specific actions for improved achievement.

- Servers as SBDM Coordinator.
- Serves as a member of the Superintendent's Leadership Team to assist and support the Superintendent in accomplishing goals set forth to him by the Board of Education.
- Work with school officials to maximize the resources available within the school system
- Attend training as required by this position
- Assumes other duties as needed from time to time be delegated by the Superintendent and the Superintendent may make any adjustment in the scope of the responsibilities as outlines above which will be in the best interest of the District.

TERMS OF EMPLOYMENT:

238-day employee with 1.40 administrative index, salary determined by the adopted teacher's and administrative salary schedules of the Christian County Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

Board Approval: