

Garrard County Schools
Job Description

CLASS TITLE: ASSISTANT SUPERINTENDENT

REPORTS TO: Superintendent

EXEMPT STATUS: Exempt

APPROVED:

BASIC FUNCTION:

The Assistant Superintendent provides leadership, direction, and guidance of the Federal Programs program; oversees the development of comprehensive program plans, implementation of planned programs, and monitoring of budgets in accordance with established federal, state, and local policies.

REPRESENTATIVE DUTIES:

- Oversees federal programs in the district.
- Assists with the supervision of the district's instructional program.
- Remains informed on educational trends, strategies and ways to support teaching and learning in the district.
 - Recommends changes and additions in the instructional program based on data, research and established goals (CDIP, CSIP). Assumes a leadership role in the development, implementation, and monitoring of standards-based curriculum and assessment.
- Assists in communicating curricular and instructional changes to the board of education, school administration, *staff*, and community.
 - Observes and coaches principals and teachers, offering insights, suggestions, and demonstrations for the enhancement of the teaching-learning process.
- Represents the district at meetings and conferences and stands in for the superintendent as needed.
- Attends all board of education meetings.
- Communicates the programs, philosophy, and policies of the district to all stakeholders.
- Prepares state reports as required or directed.
- Works cooperatively with school leaders to coordinate and maintain a unified instructional program for the district.
- Keeps informed of and interprets all laws, regulations and statutes relating to education.
- Analyzes and reports assessment data.
- Coordinates school safety activities for the district.
- Duty to report to work.
- Performs tasks and assumes responsibilities as assigned by the superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Laws, rules, regulations and guidelines governing federal programs.
- To perform the responsibilities as previously outlined.
- Principles, practices, trends, goals, and objectives of public education.
- Philosophical, educational, fiscal, and legal aspects affecting a student service operational program.
- Organization, management, planning, and evaluation strategies, techniques, and procedures.
- Student service design and delivery systems, including audit and evaluation processes which determine process effectiveness.
- Research and development strategies, processes, and techniques.
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques.

ABILITY TO:

- Plan and direct training programs.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
- Maintain routine records.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Observe health and safety regulations.
- Train and provide work direction to others.
- Read and write at a level required for successful job performance.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- Experience in coordinating and monitoring federal programs
- Principal experience

- Rank I
- Experience in training and coaching teachers and administrators
- Experience in presenting professional development to staff and administrators
- Experience in data analysis for school and administrative growth

LICENSES AND OTHER REQUIREMENTS:

- Superintendent Certification preferred
- Principal Certification