

MARION COUNTY JOB DESCRIPTION

Position Title: **Assistant Superintendent of Personnel and Instruction**

Job Class: 0030

Department: Central Office

Reports To: Superintendent

Approved By: Marion County Board of Education Date: June 2026

SUMMARY: The Assistant Superintendent of Personnel and Instruction assists the Superintendent in providing leadership, direction, and oversight for the effective operation of the school district. This position is responsible for supporting district-wide instructional improvement, personnel administration, employee relations, and organizational effectiveness in alignment with the district's mission, strategic goals, Board policies, and state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Instructional Leadership

- Provide leadership in assessing, developing, implementing, and evaluating district educational goals, curriculum initiatives, instructional programs, and school improvement efforts.
- Assist principals and teachers in strengthening instructional practices and promoting alignment of curriculum, instruction, and assessment across all schools.
- Support the development and implementation of district instructional priorities designed to improve student achievement and organizational effectiveness.
- Provide analysis and interpretation of assessment and accountability data to schools, district leadership, and the Board of Education.
- Assist in the evaluation of instructional programs and recommend improvements based on research, data, and best practices.
- Support principals in the implementation of effective supervision, evaluation, and professional growth processes for certified staff.
- Assist the Superintendent in the supervision, evaluation, and professional growth of school administrators as assigned.
- Coordinate district committees and initiatives related to curriculum, instruction, personnel, and school improvement.

Personnel and Human Resources Administration

- Develop, implement, and monitor personnel policies, procedures, and practices in compliance with district policy and applicable state and federal laws.
- Develop and administer short-term and long-range personnel objectives and initiatives.
- Maintain accurate certified and classified personnel records and oversee personnel documentation processes.
- Develop, review, and maintain district job descriptions and organizational staffing structures.
- Oversee and monitor certified evaluation processes in accordance with district policy and state requirements.
- Conduct investigations related to personnel matters and maintain appropriate documentation and records.
- Represent the district in hearings, grievances, mediations, and related personnel proceedings as assigned.
- Promote consistency, fairness, professionalism, and confidentiality in personnel practices and employee relations.

District Leadership and Operations

- Collaborate with district directors and departments to support efficient and effective district operations and student services.
- Work cooperatively with administrators responsible for transportation, maintenance, food services, technology, finance, student services, and other operational areas to support district goals.
- Carry out projects and assignments delegated by the Superintendent to improve district operations and organizational effectiveness.
- Maintain positive and professional relationships with employees, students, parents, community members, and external agencies.
- Demonstrate professional responsibility through ongoing professional learning, participation in professional organizations, and collaboration with other school districts and educational agencies.
- Serve in the capacity of Superintendent in the Superintendent's absence, as assigned.

SUPERVISORY RESPONSIBILITIES: Supervises assigned personnel and programs related to curriculum, instruction, personnel, and district operations. Responsibilities include evaluating employee performance, addressing concerns and complaints, resolving problems, and ensuring compliance with Board policies, administrative procedures, and applicable laws and regulations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skills, and

abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES:

- Master's Degree required; Rank I, Ed.S., or Doctorate preferred.
- Kentucky certification for Superintendent or eligibility for certification required.
- Demonstrated successful experience in educational leadership and supervision.
- Administrative experience at the elementary, middle, or high school level preferred.
- Strong leadership, organizational, communication, and interpersonal skills required.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Kentucky certification for Superintendent or other appropriate certification as required by the Kentucky Department of Education.

LANGUAGE SKILLS: Ability to read, analyze, and interpret educational, legal, financial, and technical documents. Ability to effectively communicate orally and in writing with staff, administrators, Board members, parents, community members, and outside agencies. Ability to prepare reports, presentations, correspondence, and other professional documents.

MATHEMATICAL SKILLS: Ability to apply mathematical concepts including percentages, ratios, statistical analysis, and budgeting principles to practical educational and operational situations.

TECHNOLOGY SKILLS: Demonstrated proficiency in the use of technology for communication, data analysis, personnel management, instructional support, research, and operational efficiency. Ability to utilize district technology systems and software applications effectively.

REASONING ABILITY: Ability to define problems, collect and analyze data, establish facts, draw valid conclusions, and make sound decisions. Ability to interpret and apply policies, regulations, and procedures in a variety of situations involving multiple variables.

OTHER SKILLS and ABILITIES:

- Knowledge of current educational research, instructional practices, and personnel management principles.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Ability to establish and maintain effective working relationships with students, staff, administrators, parents, and community stakeholders.
- Ability to manage multiple responsibilities and meet deadlines in a fast-paced environment.
- Ability to perform duties in compliance with district expectations, Board policies, and applicable laws and regulations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

MARION COUNTY JOB DESCRIPTION

Position Title: **Assistant Superintendent of Student Services, Pupil Personnel, and School Safety**

Job Class: 0090

Department: District Wide

Reports To: Superintendent

Approved By: Marion County Board of Education Date: June 2026

SUMMARY: The Assistant Superintendent of Student Services, Pupil Personnel, and School Safety provides leadership, direction, and oversight for district-wide student services programs, pupil personnel services, attendance initiatives, school safety, and student support systems. This position assists the Superintendent in ensuring compliance with state and federal laws while promoting student success, safety, wellness, regular attendance, and equitable access to educational opportunities.

The Assistant Superintendent of Student Services, Pupil Personnel, and School Safety coordinates services and interventions that support the academic, behavioral, social, emotional, and physical well-being of students while fostering positive relationships among schools, families, and community agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned. *The following is derived, in part, from KRS 159.140:*

Student Services and Pupil Personnel Leadership

- Provide leadership in the planning, implementation, coordination, and evaluation of district-wide student services and pupil personnel programs.
- Oversee district attendance, enrollment, residency, census, truancy prevention, dropout prevention, and student support initiatives.
- Ensure compliance with compulsory attendance laws, pupil personnel regulations, Board policies, and applicable state and federal requirements.
- Develop and implement procedures and interventions designed to improve student attendance, engagement, behavior, and overall student success.
- Coordinate district efforts related to student discipline, alternative education, homeless services, foster care coordination, and student welfare programs.
- Collaborate with principals, counselors, social workers, Family Resource and Youth Service Centers, law enforcement, juvenile justice agencies, and community organizations to address student needs and barriers to learning.

- Monitor district attendance trends and provide reports, recommendations, and data analysis to the Superintendent, school administrators, and Board of Education.
- Oversee district enrollment and withdrawal procedures and ensure accurate student records and reporting.
- Coordinate interventions and support services for students identified as truant, at-risk, or in need of additional services.
- Assist students and families in securing access to educational, social, emotional, health, and community resources.

Personnel and Compliance Responsibilities

- Conduct investigations and maintain documentation related to student services, attendance matters, residency issues, and other assigned areas.
- Represent the district in hearings, attendance proceedings, tribunals, mediations, and related meetings as assigned.
- Maintain knowledge of current laws, regulations, research, and best practices related to student services, pupil personnel, school safety, and student welfare.
- Ensure confidentiality and proper maintenance of student records and related documentation.
- Assist in the development, implementation, and enforcement of district policies and administrative procedures related to student services and pupil personnel.

School Safety and Student Support

- Serve as the district School Safety Coordinator and assist in the development, implementation, and monitoring of district safety plans and procedures.
- Coordinate district safety initiatives, emergency preparedness efforts, and required safety training.
- Work collaboratively with local agencies and community partners regarding school safety, student support services, and crisis response efforts.
- Assist schools in developing positive school climates and effective student intervention systems.

District Leadership and Operations

- Supervise assigned student services personnel, programs, and departments.
- Provide leadership and support for Family Resource and Youth Service Centers, student assistance initiatives, and other assigned programs.
- Serve on district committees and coordinate committees related to attendance, school safety, student services, and district operations.
- Carry out projects and assignments delegated by the Superintendent to improve district operations and student outcomes.

- Maintain positive and professional relationships with students, parents, staff, community members, and outside agencies.
- Demonstrate professional responsibility through participation in professional organizations, professional learning opportunities, and collaboration with educational and community partners.
- Serve in the capacity of Superintendent in the Superintendent's absence, as assigned.

SUPERVISORY RESPONSIBILITIES: Supervises assigned personnel and programs related to student services, pupil personnel, attendance, school safety, and student support systems. Responsibilities include evaluating employee performance, addressing concerns and complaints, resolving problems, and ensuring compliance with Board policies, administrative procedures, and applicable laws and regulations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES:

- Master's Degree required; Rank I, Ed.S., or Doctorate preferred.
- Kentucky certification for Superintendent or eligibility for certification preferred.
- Appropriate Kentucky administrative certification required.
- Successful experience in educational leadership, student services, pupil personnel, or school administration required.
- Demonstrated leadership, organizational, communication, and problem-solving skills required.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Valid Kentucky administrative certification and any additional certifications required by the Kentucky Department of Education.

LANGUAGE SKILLS: Ability to read, analyze, and interpret educational, legal, financial, and technical documents. Ability to effectively communicate orally and in writing with students, parents, staff, administrators, Board members, community agencies, and the public. Ability to prepare reports, presentations, correspondence, and other professional documents.

MATHEMATICAL SKILLS: Ability to apply mathematical concepts including percentages, ratios, statistical analysis, and budgeting principles to practical educational and operational situations.

TECHNOLOGY SKILLS: Demonstrated proficiency in the use of technology for communication, data analysis, student information systems, reporting, record management, research, and operational efficiency.

REASONING ABILITY: Ability to define problems, collect and analyze data, establish facts, draw valid conclusions, and make sound decisions. Ability to interpret and apply policies, regulations, and procedures in a variety of situations involving multiple variables.

OTHER SKILLS and ABILITIES:

- Knowledge of current educational research, student services practices, attendance laws, and pupil personnel procedures.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Ability to establish and maintain effective working relationships with students, staff, parents, community agencies, and stakeholders.
- Ability to manage multiple responsibilities and meet deadlines in a fast-paced environment.
- Ability to perform duties in compliance with district expectations, Board policies, and applicable laws and regulations.

PHYSICAL DEMANDS: The physical demands described there are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position required the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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MARION COUNTY JOB DESCRIPTION

Position Title: **Chief Academic and School Support Officer**

Job Class: 4280

Department: Central Office

Reports To: Superintendent/Superintendent Designee

Approved By: Marion County Board of Education

Date: June 2026

SUMMARY: Provides visionary leadership and strategic direction for the district's curriculum, instruction, assessment, and school support services to ensure high levels of student achievement and continuous school improvement. Serves as a liaison between schools and the Superintendent regarding teaching and learning initiatives, instructional effectiveness, accountability systems, and student support programs. Assists the Superintendent in developing, communicating, implementing, and sustaining the district's strategic plan while promoting academic excellence and organizational effectiveness across all schools and departments. This position plays a key role in driving data-informed decision-making that supports both short-term and long-term academic success for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Provides leadership and oversight for all district programs related to curriculum, instruction, assessment, and school support services.
- Assists principals and teachers in developing, implementing, and articulating effective instructional practices within and across schools.
- Collaborates with district and school personnel to support continuous school improvement initiatives and student achievement goals.
- Coordinates and facilitates professional learning opportunities, including workshops, trainings, conferences, and instructional support activities for certified and classified staff.
- Provides leadership in the development, implementation, review, and evaluation of curriculum and instructional programs.
- Plans and oversees district-wide curriculum review, alignment, and improvement processes.
- Assists with the planning, organization, implementation, and evaluation of school and district Comprehensive Improvement Plans.
- Provides analysis, interpretation, and communication of assessment and accountability data to schools, district leadership, and the Board of Education.
- Assists in the administration and coordination of all state and local assessment programs and accountability requirements.

- Collaborates with instructional personnel to ensure compliance with Kentucky Department of Education (KDE) regulations, assessment requirements, and instructional standards.
- Coordinates and facilitates the selection, adoption, purchase, and implementation of instructional materials, textbooks, and assessment resources.
- Supervises and coordinates assigned staff and departments to ensure effective support for student learning and district operations.
- Leads or participates in committees that support curriculum, instruction, assessment, and school improvement decision-making processes.
- Designs, recommends, implements, and evaluates educational initiatives and communicates results to administrators, teachers, parents, and stakeholders as appropriate.
- Assists with the recruitment, placement, mentoring, and support of new teachers, student teachers, and instructional staff.
- Maintains effective communication and positive professional relationships with district personnel, students, parents, community members, higher education institutions, and external agencies.
- Serves as a liaison with other school districts, universities, professional organizations, and state agencies to remain informed of current educational research, trends, and best practices.
- Demonstrates effective leadership, communication, organizational, problem-solving, and decision-making skills.
- Demonstrates professional responsibility through ongoing professional growth, collaboration, networking, and participation in professional organizations and activities.
- Carries out projects and assignments as directed by the Superintendent to support district goals and continuous improvement efforts.
- Performs other duties consistent with the position as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES:

This position requires extensive knowledge and expertise in curriculum, instruction, assessment, school improvement, and educational leadership. The employee must possess the ability to effectively communicate and apply this knowledge while supervising and supporting assigned staff and departments.

Relevant instructional and administrative experience is required to:

- Model and support effective instructional practices;
- Provide leadership and professional development for staff;
- Conduct program evaluation and data analysis;
- Address complex organizational and instructional challenges; and

- Support continuous school improvement efforts.

The employee may regularly meet with administrators, teachers, district personnel, parents, and community stakeholders to communicate information, address concerns, and develop solutions related to instructional and operational matters.

Responsibilities include supervising and evaluating assigned personnel; addressing concerns and complaints; resolving conflicts; and ensuring compliance with district policies, state and federal laws, and applicable regulations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES:

- Master's Degree in Educational Administration, Educational Leadership, Curriculum and Instruction, or a related field required.
- Administrative leadership experience preferred.
- Demonstrated leadership, communication, organizational, and interpersonal skills required.

CERTIFICATION REQUIREMENTS: Must meet certification requirements as prescribed by the Kentucky Local Educator Assignment Data Manual.

Must hold valid Kentucky certification in one or more of the following areas:

- School Superintendent
- Supervisor of Instruction
- School Principal

LANGUAGE SKILLS: Ability to read, analyze, and interpret professional journals, technical procedures, governmental regulations, financial reports, and legal documents. Ability to respond effectively to inquiries, concerns, and complaints from staff, parents, community members, and regulatory agencies. Ability to prepare reports, presentations, correspondence, and other written materials in a clear and professional manner. Ability to effectively present information to administrators, staff, the Board of Education, and the public.

MATHEMATICAL SKILLS: Ability to apply mathematical concepts such as percentages, ratios, data analysis, and statistical measures to practical educational and operational situations.

TECHNOLOGY SKILLS: Demonstrated ability to effectively use technology to support instruction, analyze and manage data, enhance organizational productivity, communicate with stakeholders, conduct research, and support continuous improvement efforts. Proficiency in educational technology and data management systems is required.

REASONING ABILITY: Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions. Ability to interpret technical information and apply sound judgment in dealing with a variety of abstract and concrete variables.

OTHER SKILLS and ABILITIES:

- Knowledge of curriculum development, instructional practices, assessment systems, and school improvement processes.
- Ability to analyze and evaluate instructional programs and educational initiatives.
- Ability to plan, organize, coordinate, and evaluate programs and activities effectively.
- Ability to serve as a resource to administrators, teachers, staff, parents, and community members.
- Ability to establish and maintain effective working relationships.
- Strong oral and written communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Ability to work independently with minimal supervision while maintaining accountability.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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