

TITLE: ASSISTANT SUPERINTENDENT/SPECIAL SERVICES DIRECTOR

QUALIFICATIONS:

1. Idaho Administrator Certificate endorsed for superintendent
2. Central office, school administration, and teaching experience as determined by the Board
3. Strong background in curriculum, supervision of programs, staff, team building, and technology
4. Demonstrated ability in personnel management; strategic planning; business practices; budgeting; federal and state law, administrative rules, and Board policy pertaining to schools; and research-based educational programs
5. Demonstrated leadership and communication ability in working with students, staff, parents, and the public
6. Ability to work under pressure and deadlines
7. Excellent organizational skills
8. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO:

Superintendent and Superintendent’s designee **[OR]** Board of Trustees

JOB SUMMARY

To assist the superintendent by providing leadership to the professional staff to plan, implement, articulate, and evaluate all instructional programs and School district operations. To aid in supervising and administering the use of all district facilities, property, and funds with a maximum of efficiency and a minimum of waste.

MAJOR DUTIES AND RESPONSIBILITIES:

Instructional Leadership

1. Assist the superintendent in supervising the district's instructional programs and school services
2. Assist the superintendent in recommending to the Board of Trustees, for its adoption, all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools
3. Aid in the implementation and evaluation of all Board-approved written curriculum for all subjects, and help ensure the inclusion of mandated programs and Idaho Core Standards
4. Provide leadership and guidance in the processes of curriculum planning, coordination, and evaluation
5. Assist in providing for curriculum articulation among grades and schools in the district
6. Encourage staffs to develop programs, services, and projects that provide instructional alternatives and flexibility while assuring a consistent education for all students
7. Help measure student achievement against state and local standards
8. Assist with program changes as necessary
9. Review with staff curriculum guides and courses of study as directed by the

superintendent

10. Seek out available sources for grant funding to support programs and projects
11. Assist in developing and overseeing the delivery of the district's intervention services for pupils who are experiencing difficulties in their classes
12. Help implement a Board-approved program of guidance and counseling services
13. Evaluate the operation of the schools and make recommendations to the superintendent for changes in policy as necessary
14. Assume responsibility for administering the district in the absence of the superintendent

Personnel Administration

1. Assist the superintendent in selecting candidates to nominate for employment, and ensure that the operation of the schools is conducted in accordance with district policy
2. Develop recruitment and retention procedures to assure qualified applicants for certificated and non-certificated positions, as directed
3. Direct and supervise the administrative staff as delegated
4. Recommend to the superintendent the contract renewal, promotion, assignment, transfer, demotion, or discharge of all school employees
5. Mentor staff and demand high performance from staff
6. Assist with the evaluation of all certified and non-certified employees
7. Supervise the administration of collective bargaining agreements if requested by the superintendent
8. Recommend district staff professional development and implement as directed
9. Develop and administer inservice programs for professional staff based on district priorities for instructional improvement
10. Act as a liaison between the Board and the school employees and transmit communications between the two
11. Evaluate the performance of administrative personnel in accordance with federal and state law, administrative rules, and Board policy

Financial and Facilities Management

1. Assist with the financial planning of the district
2. Aid in the development of the annual budget
3. Recommend budget and budget priorities to the superintendent.
4. Assist with the administration of the instructional accounts of the school budget
5. Aid in the implementation of the Board-approved budget
6. Assist in ensuring that funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources
7. Provide for the maintenance of adequate records for the schools including financial records, business and property records, personnel records, and scholastic records as directed
8. Assist with the implementation of Board financial policies and district procedures. Provide direction to, and supervision, of school business functions, as directed
9. Encourage development and implementation of sound business practices
10. Help oversee school facility management to provide safe, efficient, and attractive buildings with strong emphasis on preventative maintenance and custodial care

11. Arrange for annual inspections of all school buildings as directed
12. Continually assess business management practices to achieve efficiency

School/Community Relations

1. Help develop strategies to promote parental involvement in their children's education and provide opportunities for parent-teacher interaction
2. Promote community support of the schools
3. Identify available community resources and linkages to social service agencies that support education and healthy child development
4. Establish necessary procedures for referral and cooperative planning with other children's services agencies
5. Interpret and clarify the purpose and needs of the school system, as well as district programs and services, reports plans, events, and activities of interest to the Board, staff, students, and the general public
6. Maintain contact and good relations with local media
7. Represent the district at local, state, and national professional meetings
8. Liaise with professional, civic, volunteer, and other community agencies and groups having an interest in the schools. Solicit community opinions regarding school and education issues
9. Assist with required annual district and school-level reporting and planning including school report cards, pupil performance objectives, and a quality assurance report to the public

Board Responsibilities

1. Provide leadership in the implementation of the district's vision, mission, and goals.
2. Act as the authorized representative of the district as required
3. Prepare and recommend short and longrange plans for Board approval and implement those plans when approved
4. Assist with assembling the annual calendar for adoption by the Board
5. Attend Board meetings and prepare such reports for the Board as the superintendent may request
6. Know Board policy and respect the policymaking authority and responsibility of the Board
7. Assist with the enforcement of federal and state law, administrative rules, and Board policy. Help disseminate them to school employees and the general public
8. Advise the Board on federal and state law, administrative rules, and Board policy pertaining to schools, as directed

Policy Development

1. As directed by the superintendent, create rules, procedures, guidelines, and forms and give such instructions to school employees and students to implement Board policy.
2. Advise the superintendent on the need for new and revised policies
3. Help implement federal and state law, administrative rules, and Board policy as directed
4. Aid in the efficient maintenance and dissemination of all Department of Education policy documents

5. Prepare drafts of needed Board of Trustees policies for the superintendent's review and/or Board action

Other

1. Assist the superintendent in ensuring that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained
2. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance of professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
3. Seek assistance should emergencies arise
4. Represent the school district in a positive manner
5. Know and follow school district policy and chain of command
6. Perform other duties as assigned

EVALUATION:

Performance of this position will be evaluated annually by the superintendent and the superintendent's designee **[OR]** Board of Trustees in conformance with federal and state law, including Section 33-513, Idaho Code; administrative rules; and Board policy.

TERMS OF EMPLOYMENT:

Employment contract not to exceed two years.

NOTE:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	I.D.A.P.A. 08.02.02.026	Administrator Certificate