

Oak Grove School District

JOB TITLE: Assistant Superintendent for Educational Services

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To direct, administer, and manage all direct instructional programs, activities, and support services in the District. Employees in this classification receive general direction within a broad framework of overall objectives. Employees in this job class direct, supervise, and coordinate the work of others. This job class is responsible for the development, implementation, and evaluation of District instructional programs and support services and for providing leadership and support to schools and principals within a designated attendance area. This job class functions as a member of the District Management Team and provides direction in the formulation and implementation of District policies.

TYPICAL DUTIES

Administers and supervises the development, implementation, and evaluation of all instructional programs and instructional support services/personnel including special education, child welfare and attendance, guidance media services, categorically and non-categorically funded programs, and health services

Directs the formulation and implementation of individual school instructional plans and District instructional programs

Oversees the selection and acquisition of all instructional aides, materials, and supplies designated for use throughout the District

Supervises the development and publication of handbooks, guides, reports, forms, and other documents to facilitate management of instructional and instructional support programs

Supervises and evaluates the work and effectiveness of subordinate District management staff to include the Director of Instruction and the Director of Pupil Services

Interprets and assures compliance with federal, state, and district regulations and policies related to instructional programs and/or the Educational Services Division

Is responsible for the preparation of reports as required by the Superintendent or other authorized officials or agencies

Identifies instructional policy needs, provides leadership in formulating instructional policy and/or procedural recommendations

Promotes and provides appropriate communication within the Educational Services Division and between the Division and other school/district personnel

Monitors the performance of principals and provides appropriate evaluative data to the Superintendent

Supervises preparation and management of the divisional budget; assists in development of the District budget

Participates in the screening process for selection of administrative personnel

Attends and participates in Board meetings and other meetings as requested by the Superintendent; organizes and conducts meetings of area principals

Assists school staffs, upon request, in the planning, implementation and evaluation of programs and activities

Performs related duties as required

#### MINIMUM QUALIFICATIONS

Knowledge of program planning, development, and evaluation methods, techniques and practices

Knowledge of federal, state, and district laws, regulations, and policies as they relate to instructional programs and support services

Knowledge of budget planning and administration

Knowledge of personnel evaluation methods, techniques, and practices

Knowledge of proper management and supervisory techniques and methods

Skill to interpret, apply, and enforce federal, state, and district laws, regulations and guidelines

Skill to maintain, analyze, and interpret data and to prepare necessary reports

Skill to plan, organize, implement and coordinate programs and activities according to established goals and objectives

Skill to direct, coordinate, supervise, and evaluate the work of others

Skill to identify problem areas or situations, secure relevant information by relating data from different sources, and make appropriate decisions based on logical assumptions and sound reasoning

Skill to communicate effectively in both written and oral forms

Skill to motivate others in the common accomplishment of stated goals and objectives

Skill to establish and maintain effective work relationships with those contacted in the performance of required duties