

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Administration: Assistant Superintendent of Secondary Programs

Section Title: Job Description

Sub-Section No. 303.2b

Page 1 of 2

The assistant superintendent of secondary programs shall have the following general functions:

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 all secondary curricular materials.
3. Provide leadership and guidance in the processes of secondary curriculum planning, coordination, articulation, and evaluation.
4. Encourage staff to develop programs, services, and projects that provide instructional alternatives and flexibility while assuring a consistent education for all secondary students.
5. Help measure student achievement against state and local standards.
6. Assist with program changes as necessary.
7. Seek available sources for grant funding to support programs and projects.
8. Assist in developing and overseeing the delivery of the district's intervention services for secondary pupils who are experiencing difficulties in their classes.
9. Implement guidance and counseling services at the secondary level.
10. Evaluate the operation of secondary schools and make recommendations to the superintendent for changes in policy as necessary.
11. Assume responsibility for administering the district in the absence of the superintendent.

Personnel Administration

1. Assist the superintendent in selecting candidates for employment.
2. Develop recruitment and retention procedures to assure qualified applicants for certificated and non-certificated positions, as directed.
3. Direct and supervise administrative staff as delegated.
4. Recommend to the superintendent the contract renewal, promotion, assignment, transfer, demotion, or discharge of all secondary school employees.
5. Assist building principals with employees who require corrective action.
6. Supervise the administration of collective bargaining agreements if requested by the superintendent.
7. Recommend staff training and professional development and implement as directed.
8. Evaluate the performance of secondary 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 priorities to the superintendent.
4. Aid in the implementation of the board-approved budget.

School/Community Relations

1. Help develop strategies to promote parental engagement in the educational process.
2. Promote community support of schools.

3. Identify available community resources to support education and healthy child development.
4. Maintain contact and good relations with local media.
5. Represent the district at local, state, and national professional meetings.
6. Liaise with professional, civic, volunteer, and other community agencies and groups.
7. Assist with required annual 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 strategic plan.
2. Assist with assembling the annual calendar for adoption by the board.
3. Attend board meetings and prepare reports for the board as directed by the superintendent.
4. Assist with the enforcement of federal and state law, administrative rules, and board policy.
5. Advise the board on federal and state law, administrative rules, and board policy pertaining to schools, as directed.

Policy Development

1. Create rules, procedures, guidelines, and forms as directed by the superintendent.
2. Advise the superintendent on potential new and revised policies.
3. Aid in the efficient maintenance and dissemination of all Department of Education policy documents.

Other

1. Assist the superintendent in ensuring all local, state, and federal standards and reports concerning the health and safety of students and staff are followed.
2. Serve as the Title VII and Title IX Compliance Officer.
3. Supervise the Director of Transportation.
4. Perform other duties as assigned.

Legal Reference: I.C. §33-513

Professional Personnel

Adopted: 3/14/22