

Title: Assistant Superintendent of Students with Exceptionalities and Federally Funded Programs (FLSA Exempt)

Performance Responsibilities:

Design and Evaluation-Directs the design and evaluation of the Instructional Program in the Parish.

- Assists in the formulation of a philosophy and objectives for Students with Exceptionalities and Federally Funded Programs.
- Guides development, implementation, and evaluation of curriculum and instruction for Student with Exceptionalities and Federally Funded Programs.
- Keeps abreast of developments in the areas of Students with Exceptionalities and Federally Funded Programs, and furnishes leadership in determining their appropriateness for inclusion in the System's educational program.
- Assumes the responsibility for reviewing and evaluating results of parish wide programs for Students with Exceptionalities and Federally Funded programs, and for other evaluation measures used by the schools.

Any and all duties as assigned by Superintendent

Leadership-Provides leadership in directing the work of personnel in the School System.

- Guides development, implementation, and evaluation of pre-service and in-service training programs for Students with Exceptionalities and Federally Funded Programs.
- Works with Elementary and Secondary Directors/Supervisors of Instruction and with the school principals in the improvement of individual and staff competencies for Students with Exceptionalities and Federally Funded Programs.
- Coordinates all formal efforts of the professional staff in projects for Students with Exceptionalities and Federally Funded Programs.
- Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to affect horizontal and vertical continuity and articulation of the Students with Exceptionalities and Federally Funded Programs.
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.
- Directs creation of and edits for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff for Students with Exceptionalities and Federally Funded Programs.
- Directs and supervises the facilitation of all grant writing.
- Coordinates the preparation and submission of necessary reports for the Students with Exceptionalities and the Federally Funded Programs.
- Assists, as assigned, in the evaluation of classroom testing instruments for Students with Exceptionalities and Federally Funded Programs.
- Serves, as assigned, as a consultant in the selection of instructional supplies, equipment, and books for Students with Exceptionalities and Federally Funded Programs.
- Assists, as assigned, in the planning of workshops and other in-service program to help raise the level of instruction performance for Students with Exceptionalities and Federally Funded Programs.
- Assists, as assigned, in research related to curriculum development for Students with Exceptionalities and Federally Funded Programs.
- Serves, as assigned, as a resource person for curriculum studies and workshops.

Management-Administers policies and procedures necessary to maintain an adequate educational environment.

- Studies, evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved instructional programs as related to instructional supplies, equipment, and materials.
- Maintains a current curriculum manual to show graduation requirements, approved courses, credit allowed, and any pertinent information useful to students and staff of Students with Exceptionalities.
- Encourages the development, publication, and use of new instructional materials by the professional staff in the Students with Exceptionalities Department and Federally Funded Programs.

Student Services-Supervises procedures which promote the success and well-being of students.

- Observes teachers in their classrooms upon request of principals and offers insights for the enhancement of the teaching-learning situation.
- Assumes a leadership role in developing curriculum for any course newly mandated by the legislature or the Board.

School/Community Relations-Initiates procedures which insure effective school/community relations.

- Interprets the present curriculum and proposed curriculum changes to the Board, the Administration, the Staff and the general public.

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications:

United States citizen or authorized Alien; requirements to serve as Assistant Superintendent as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks and duties.

Terms of Employment: 12 months

Reports to: Superintendent of Schools

Supervises: All personnel designated by Superintendent

Job Goal: To provide leadership in the ongoing development and improvement of the entire Students with Exceptionalities Department and Federally Funded Programs for the Parish School System.

Signature of Evaluatee: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position

Printed Name of Evaluatee: _____

Employee Identification Number: _____ Date: _____

Signature of Evaluator: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator

Original – Human Resources

Copy – Site File

Copy – Employee