

Certified Personnel Job Description

POSITION: Director of Staff and Student Services

QUALIFICATIONS: Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
Shall hold a Director of Special Education certification.
Shall demonstrate the ability to work effectively with students, peers, and adults.
Shall demonstrate the ability to communicate effectively with students, parents, and faculty.

PHYSICAL REQUIREMENTS:
Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

RESPONSIBLE TO: Superintendent

SUPERVISES: Certified and support staff personnel within Student Services department.

JOB GOAL: To assist principals, support teachers and help students learn & grow.

PERFORMANCE STANDARDS:

- Demonstrates professionalism.
- Promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Promotes the success of all students by acting with integrity, fairness, and in an ethical manner.
- Promotes the success of all students by understanding, responding to, and influencing the larger political, social economic, legal and cultural content.
- Acts in accordance with the by-laws and policies as set forth by the school/council/ Ashland Independent Board of Education, Kentucky Revised Statutes and school council policies.
- Demonstrate knowledge of district personnel policies and procedures.
- Demonstrate knowledge of practices and procedures related to certified and support staff employment.
- Demonstrate the ability to interpret, apply & explain district policies, procedures, rules and regulations regarding certified & support staff personnel.
- Prepares, revises, composes certified & support staff job descriptions.
- Conduct internal investigations concerning grievances, complaints and suspected wrongdoings, etc. and submit written report to the Superintendent.
- Performs instructional duties as prescribed in the Ashland Independent board of Education/school council policies.
- Performs other duties as assigned by the Superintendent in accordance with the best interest of the school, students and district.

TERMS OF EMPLOYMENT:
Salary and work year to be established by the board of education per the district's Administrative Supplements Schedule. (240 days)

EVALUATION:

Performance of this position will be conducted in accordance with the board policy on Evaluation of Certified Personnel. Evaluation of assistant principals will be conducted by the building principal. Principals will be evaluated by the superintendent.

Updated: 11/16/20