

**Job Description**  
**MOORE PUBLIC SCHOOLS**

**Job Title:** Assistant Superintendent (Alternative Education, Child Nutrition, Career Technology Education and Federal Programs)

**Qualifications:**

**Education:** Master's degree in education or related field. Superintendent certification.

**Training or Experience Required:** 5 years of experience as a school administrator.

**Special Skills, Knowledge, Abilities:**

Communication skills (oral, written, or business): Communication skills to exchange information, give/receive instructions and respond to inquiries. Includes completing complex application and reporting requirements associated with grants and other program applications.

The position requires knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft through proofing of completed material. The individual must communicate in clear, grammatically correct English. In addition, he/she must compose correspondence; train and direct others and provide complex instructions; conduct interviews; use creativity and demonstrate the ability to make public speeches and presentations, as well as prepare complex letters and reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

**Site:** Administrative Service Center

**Reports To:** Superintendent or Designee

**Assistant Superintendent (Alt. Ed, CNO, Career Tech Ed and Fed Prog) (2 of 4)**

**Job Goal (Purpose of Position):** Performs administrative level duties under the limited supervision of the assistant superintendent to coordinate and supervise all activities of the alternative education, child nutrition, career technology, and federal programs departments. Provides a line of communication between departments and the schools, oversees legal and fiscal accountability of identified programs, prepares and/or directs preparation of applications and/or reporting requirements of identified programs, recommends personnel actions, recommends and oversees employee activities to improve the overall efficiency and accountability of the identified programs, prepares, manages, and claims federal funds including supplemental federal grants, designs programs that enhance educational opportunities and benefits available to students.

An incumbent in this position develops policies and procedures, completes alternative education career technology education, and federal program reporting requirements, budget development, program implementation, and evaluation. Due to the level of this position, the incumbent is required to use discretion, ingenuity, and judgment in resolving problems and administering the programs.

**Contact with Others:** An incumbent in this position has regular contact with other districts, district personnel, and the public. Must be able to answer information requests from the public, interpret and translate facts and information, explain situations and concerns and advise them of alternative courses of action. Must be able to handle complaints and deal with parents and callers. Must use tact and diplomacy, independent judgment, and problem solving. Makes formal presentations; interprets policies and procedures based on experience; provides counseling, negotiations, or mediation techniques as appropriate.

**Performance Expectations:** The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short- and long-range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals. (H) Contribute to quality of district programs including extracurricular programs; be involved in personal growth and development.

**Other Performance Measures:** Maintains records and submits as required for annual audits and special audits from the state and/or federal departments. It requires developing proper safety guidelines and policies and making sure subordinates follow these policies. It requires maintaining proper school dress standards, proper attendance or leave policies, and other work-