BUTLER COUNTY SCHOOLS

ASSISTANT SUPERINTENDENT - STUDENT SERVICES

JOB DESCRIPTION

QUALIFICATIONS:

(1) Master's degree or higher from an accredited college or university.
(2) Certification in Educational Leadership or Administration and Supervision.
(3) Successful classroom teaching experience and staff level experience.
(4) School level administrative and supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to apply data analysis and evaluation techniques. Demonstrated expertise in the design and evaluation of curriculum services for vocational, or community education. Knowledge of current trends and best practices in vocational, and community education. . Knowledge of state laws, federal laws, rules and regulations applicable to Special Education. Skill in administration and supervision of Special Education program, staff, budgeting, and facilities. Ability to maintain positive working relationship with school system staff, school center personnel, community, and state personnel. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Superintendent

JOB GOAL

To formulate and administer a comprehensive, modern program of career and technical education and to supervise and coordinate special education services.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

1. Continuously appraise and evaluate the total career and technical program and special education services program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
2. Maintain current knowledge of all pertinent rules and regulation affecting career and technical education and special education.
3. Advise and assist in obtaining state and federal funds for programs.
4. Assume responsibility for the collection, review and submission of all forms and reports relative to areas of responsibility.
5. Supervise and evaluate all instructional personnel in programs.
6. Coordinate integration of special education into the total school program.
7. Coordinate the program evaluation process for special education services and career and technical education program.
8. Work to identify and define local job opportunities and the role of the schools in meeting those needs. Coordinate all work-experience programs in the schools.

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ASSISTANT SUPERINTENDENT - STUDENT SERVICES (Continued)

9. Supervise programs to ensure the State Course of Study requirements are met.
10. Prepare and administer the department budgets.
11. Recommend equipment purchase, repair, and disposal for all career and technical programs.
12. Make recommendation for long-term adjustments, changes, additions, and deletions in the programs to meet changing job trends and needs.
13. Maintain close working relationship and coordinate activities and discipline with administrators of the schools.
14. Assist in the recruitment and screening of career/technical and special education services teachers.
15. Facilitate identification of special needs of students and facilitate the writing, implementation, and evaluation of the IEP's.
16. Direct guidance activities to assist students in course selection and occupational choice and decision-making.
17. Conduct activities designed to create awareness of careers and career potential.
18. Participate in conferences, workshops, and other in-service meetings designed to provide professional skills and competencies.
19. Interact with school system staff, parents, outside agencies, business and community to enhance the understanding of system initiatives and priorities and to elicit support and assistance.
20. Keep supervisor informed of potential problems or unusual events.
21. Serve on system, state or community councils or committees as assigned or appropriate.
22. Assist in the interpretation of programs, philosophy and policies of the system to staff, students, parents and the community.
23. Coordinate professional development activities for staff members.
24. Use appropriate styles and methods in identifying potential problems or opportunities for improvement and take appropriate action.

(40) Perform other duties/ tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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