

SEDALIA SCHOOL DISTRICT #200

Job Title: Assistant Superintendent

Job Overview

- Administrative: Assistant Superintendent salary schedule
- Employed for a period of one year for the first term and two years thereafter
- Reviewed annually with recommendation for re-employment by April 15
- Reports to Superintendent

Qualifications

- Specialist's Degree in Educational Administration
- Special Education Certification by the State of Missouri as applicable
- Superintendent Certification by the State of Missouri
- Three or more years of classroom teaching experience and a minimum of three years supervisory experience in public education
- Ability to communicate with personnel, students and patrons in individual and group settings
- Understanding of education and the public school's relationship to the community and the people served
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Employed in February with contract effective July 1
- Vacations, leave policies, and fringe benefits as stated in Board policies
- Maintain regular office hours Monday through Friday except when away at meetings representing the district, vacation and holidays. Spend the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations
- Opportunity to continue professional preparation with the prior approval of the Superintendent
- Opportunity to attend professional meetings at district expense

Responsibilities and Duties

- Supervise the District's student and support services
- Supervise the District's Transportation program, through the Director
- Supervise the District's Safety program, to include working directly with the administration team and Security/SRO staff
- Supervise the District's Technology program, through the Director, including eRate, Tech Plan and phones
- Supervise the District's Food Service program, through the Director
- Supervise school cancelations, early-outs and late starts
- Supervise the District's Summer School program
- Manage building usage, distribution requests and fundraising requests
- Assume administrative responsibility for the employee insurance programs and workers compensation
- Manage the IKON Print Shop program
- Manage the bidding and procurement of supplies and materials for the district
- Assist the Superintendent in developing and executing a five-year food service and technology plan for all facilities
- Assist the Superintendent in developing a technology renovation/expansion program
- Supervise and confer with the curriculum and assessment department in the development of professional development for the District

- Direct the development, implementation and evaluation of the Comprehensive School Improvement Plan (CSIP)
- Work with the Business Department in the area of finance and budgeting
- Line authority to building principals and other administrators in all areas of responsibility (P.A.T.E.C.S.E., K-12 Special Education, Gifted Education, Homebound and Juvenile Detention Center)
- In cooperation with the principal, provide educational placement based on multi-disciplinary staff IEP decisions
- Submit temporary placement recommendations should the recommended service not be available in district
- Accept referrals from Sedalia principals, counselors, teachers and parents
- Identify, diagnose, test (utilizing public school or contracted resources), the student's potential problem areas
- Direct initial contact with parents and parent conferences relaying the staff recommendations and placement
- Coordinate with the principal and special ed coordinator in staffing special education programs
- Liaison between district officials and other agency officials as well as other contractual agencies
- Prepare and administer the special services budgets in conjunction with the Superintendent and Business & Finance
- Maintain ePeg entry for Special Education
- Maintain a professional understanding of the relationship of special education to the total school program, thereby avoiding conflicts of authority in the fields of administration and supervision
- Implement required compliance plans, policies and procedures to assure that the district is fulfilling its legal and ethical obligations to students with disabilities
- Provide outreach, referral and assistance to MoHeathNet eligible and potentially eligible children and their families
- Maintain a count and census of children of disabilities as required by law
- Keep accurate records of student evaluation and progress
- Maintain accurate inventory records of materials, equipment and supplies
- Collect statistical data required in planning the educational program
- Provide recommended appropriate special services for groups of exceptional students and their parents
- Recommend placement of individual students with special needs in those educational situations best suited to their requirements
- Assist in implementing state department regulations and in developing special education programs
- Provide or recommend appropriate special services for groups of exceptional students and their parents, including Gifted Education
- Assist in the training and evaluation of staff members for the various areas of responsibility
- Act as an adviser to the Superintendent on all questions relating to the business and financial affairs for Special Education
- Assume responsibility for the professional guidance, supervision, development and evaluation of testing specialists, speech language pathologists, deaf educators, special education process coordinators and related services personnel
- Remain current with the literature, new research findings and improved techniques in specialized areas
- Monitor/consult with district administrators matters regarding student discipline
- Assists in supervising the Title IX Program, including discrimination issues and DFS issues
- Supervises facility and grounds maintenance and improvement, through the Director
- Assists the Superintendent in long range facility planning
- Assists the Superintendent in developing and executing a five-year maintenance plan for all facilities
- Assists the Superintendent in developing a facility renovation/expansion program and supervision of construction
- Manages student discipline issues

- Organizes a corps of substitute teachers and assigns them to schools as needed
- Administers the Mentor/Mentee program
- Oversee the assignment of student teachers and student observers
- Plans and directs a program for selection and assignment of the best-qualified teachers and personnel
- Confers with principals and others to determine needs for teachers of various classifications
- Cooperates with college and university schools of education and with career guidance offices regarding applicants
- Interviews applicants, checks references and makes recommendations to the Superintendent for all personnel
- Recommends all assignments, transfers, dismissals and promotions
- Certifies classifications and salaries to the business department
- Maintains adequate records of personnel
- Certifies eligibility of employees for the district health plan, dental plan and income protection plan
- Counsels and advises applicants and probationary and permanent personnel. Supervises and evaluates all staff of the personnel service's office
- Administers provisions of the district policies as they apply to personnel, practice teacher agreements between the district and participating colleges and universities, and sabbatical leave and leave of absence policies
- Provides necessary processing for issuance and renewal of state credentials
- Makes timely announcements of dates to be observed by applicants and employees to comply with state and district requirements
- Plans, develops and revises personnel management policies in accordance with state legislation for submission to the Board for adoption and maintains personnel policy handbooks
- Responds to questionnaires, surveys and correspondence from research or professional organizations requesting information on the district's personnel program, and to the requests of district personnel on matters not clearly covered by regulation, policy or legislation
- Assumes administrative responsibility for routine duties of the personnel service's office, including approving absence certificates for appropriate members of the staff; approving mileage and expense claims of staff; submitting annually to the superintendent a summer vacation schedule of staff members; providing necessary equipment and inventories for programs of responsibility
- Engages in actively advocating, promoting and securing the rights of all persons, with particular reference to employees of the school system
- Develop the District's school calendar through the calendar committee process
- Supervise the District's health services program, through the Director
- Monitor/consult with school health nurse regarding health-related issues reflecting student achievement
- Supervise the administration of Section 504
- Supervise the District Social Workers
- Supervise the district's school counseling program regarding district and course enrollment, class sizes, individual graduation requirements and transcript audits
- Monitor/consult with school counselors regarding issues reflecting student achievement
- Point of Contact for Foster Care
- Homeless, migrant, immigrant, ELL coordinator for the district
- Maintain a count of children for all Federal Programs (ELL, homeless, etc.)
- Coordinate and maintain records for all Federal Programs
- Maintain ePeg entry for Federal Programs
- Address matters of student school assignment and transfers
- Act as an adviser to the Superintendent on all questions relating to the business and financial affairs for Federal Programs
- Attends regular meetings of the Superintendent and serves actively to improve communication, cooperating and planning

- Supports the Superintendent in administrative efforts; interprets the Superintendent's ideas and decisions to staff and public; keeps the Superintendent informant of pertinent division developments and events; and seeks the Superintendent's counsel or decision as necessary
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Superintendent

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.