CLARKSDALE MUNICIPAL SCHOOL DISTRICT

DIRECTOR OF SUPPORT SERVICES
JOB DESCRIPTION

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Five (5) years of administrative and/or teaching experience.
3. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Mississippi Statutes, State Board of Education rules**,** applicable federal statutes, and board policies regarding all aspects of transportation, food service, and juvenile justice educational programs. Knowledge of audit requirements and standards. Knowledge of and ability to use current technology to maintain records and obtain data and information. Knowledge and ability to delegate work assignments. Ability to manage the proper and efficient use and conservation of all assets and resources. Ability to exhibit strong interpersonal skills and sound judgment. Ability to communicate orally and in writing. Leadership and management skills. Ability to
manage division budget and finances.

REPORTS TO:
Superintendent

JOB GOAL

To assist the Superintendent substantially and effectively by providing leadership in the development, coordination and maintenance of assigned support services throughout the district.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:
Service Delivery

1. Provide leadership and supervision to the staffs of transportation, food service, maintenance, SRO Officers and Grounds.

Inter/Intra - Agency Communication and Delivery

2. Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
3. Respond to inquiries and concerns in a timely manner.
4. Keep Superintendent informed of potential problems or unusual events.
5. Provide oversight and direction for cooperative planning with other agencies.

DIRECTOR OF SUPPORT SERVICES (Continued)

6. Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.

Professional Growth and Improvement

7. Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
8. Maintain expertise in assigned areas to fulfill project goals and objectives.
9. Attend training and information workshops and conferences, study state and federal legislation requirements, Department of Education technical assistance papers, audit issues, board policies.
10. Provide training and technical assistance as needed.

Systemic Functions

11. Represent the district in a positive and professional manner.
12. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
13. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
14. Develop annual goals and objectives consistent with and in support of district goals and priorities.
15. Conduct periodic studies for the purpose of improving the delivery of division services.
16. Assist in the development of policies and procedures for division services.

Leadership and Strategic Orientation

17. Provide leadership and direction for assigned areas of responsibility.
18. Provide leadership and guidance in the development of annual goals and objectives for assigned division or program.
19. Assist in implementing the district's goals and strategic commitment.
20. Exercise proactive leadership in promoting the vision and mission of the district.
21. Set high standards and expectations and promote professional growth for self and others.
22. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
23. Collaborate with supervisor, other divisions and agencies, and contribute to the planning and operation of the district.
24. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
25. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

    Perform other tasks consistent with the goals and objectives of this position.

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DIRECTOR OF SUPPORT SERVICES (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

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