

## **YAZOO COUNTY SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Assistant Superintendent

**TITLE OF SUPERVISOR:** Superintendent

**SALARY:** Salary is reflective of the School District salary schedule.

**QUALIFICATIONS:**

1. Master's Degree/Specialist or Doctorate preferred
2. AA License in Educational Administration
3. Five years of experience as an administrator in a Central Office, preferably experience with Curriculum/Data Analysis.
4. Experience as a building level principal

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Serves as acting Superintendent in the absence of the Superintendent;
2. Serves as chairperson of the Superintendent's staff for planning, formulating and recommending policies and procedures for the school district;
3. Assists in the preparation of regularly scheduled administrative staff meetings and chairs such meetings;
4. Coordinates curriculum and ensures that the Mississippi College and Career Readiness Standards/Mississippi Curriculum Frameworks are being implemented in the schools of the district;
5. Coordinates and supervises the Mississippi Teacher Growth Rubric and the Mississippi Principal Evaluation System;
6. Ensures that all directors and principals complete personnel evaluations on all staff under their supervision;
7. Leads the development of and disseminates the district's strategic plan;
8. Assists in the implementation of the Instructional Technology plan in conjunction with the Technology Department;
9. Serves as the chairperson of the accreditation committee and remains up to date on new accreditation requirements of the Mississippi Department of Education and other accreditation agencies;
10. Coordinates and implements grants and grant procedures for the school district;
11. Serves of the Professional Development Coordinator for the district, ensuring that all requirements regarding professional development are met;
12. Works with school level administrators and faculty to design and implement an effective, comprehensive program of professional development that facilitates improvement and growth among the professional faculty and staff;
13. Represents the school district at meetings designated by the Superintendent;
14. Visits and observes school operations and reports to the Superintendent;
15. Provides information and technical assistance;
16. Disseminates information concerning appropriate new educational materials;

17. Prepares reports for the Superintendent and/or Board on a regular basis on achievement, challenges, new developments, school based/district needs on all phases of administration of the district;
18. Assists the administration at all levels in evaluation of program and/or personnel when requested;
19. Serves as the District Contact of Accreditation
  - a. Advises the Superintendent of all matters related to accreditation
  - b. Ensures that accurate and updated documents are maintained for accreditation requirements;
20. Reviews and recommends revisions to policies to meet requirements of the accreditation system;
21. Writes or recommends revisions to policies as directed by the YCSD Board of Education and/or Superintendent;
22. Distributes adopted or revised policies to all district schools to assist in keeping policy books current;
23. Establishes and maintains effective communications between the state and district and the various departments of the Mississippi Department of Education;
24. Assists with the preparation of the Annual Personnel Report required by the Division of School Accreditation, Mississippi Department of Education and the designated District Administrator for online licensure approval;
25. Assists with the development of the school district calendar for each year in cooperation with administrations, faculty and staff;
26. Coordinates with administrators, faculty and staff for revisions to the employee and student handbooks;
27. Assists principals and teachers in accessing information related to the skills assess through the state testing program and finding appropriate instructional resources to enhance instruction in those skill areas;
28. Works with the Special Education Services Director to ensure the curriculum needs of students with individualized education plans are implemented correctly;
29. Oversees the RTI/TST Program;
30. Coordinates SharePoint for the District;
31. Completes the LES Highly Qualified Teacher Report annually;
32. Works with principals, Federal Programs Director in the effective procurement and utilization of educational consultants;
33. Oversees MSIS and SAM;
34. Coordinates with the Director of Athletics, Transportation, Maintenance and Safety on the Annual OCR Review;
35. Assumes all other duties and responsibilities assigned by the Superintendent.

UPDATED DECEMBER 17, 2018