

- c. Supervise and evaluate professional staff;
- d. Recommend staff for promotion, demotion, transfer and dismissal;
- e. Prepare the professional personnel section of the agenda for meetings of the Board of School Directors;
- f. Provide for the orientation of new teachers and staff;
- g. Provide professional assistance to teachers and consulting service to principals;
- h. Act on grievances submitted by first level supervisors;
- i. Issue a letter of appointment/regret to all professional applicants; and
- j. Counsel professional personnel on matters pertaining to salary, leaves of absence, sick days, tenure and certification.

ADMINISTRATIVE RESPONSIBILITIES

- a. Act in an advisory capacity to the Superintendent on all matters pertaining to all Schools;
- b. Monitor the preparation of annual budgets at the building level;
- c. Lead the development of the District's Strategic Planning process;
- d. Prepare Federal Programs Application;
- e. Oversee the submission of required reports for Federal Programs;
- f. Oversee the school registration process, including a systematic process for kindergarten registration;
- g. Take an active part in community affairs and participation in state and national educational organizations to improve the education program;
- h. Plan with the principals for special events and observances in their respective schools;
- i. Assist in the administration and interpretation of the collective bargaining agreement;
- j. Keep current on statutes, policies, regulations and requirements relating to personnel administration and advise all appropriate personnel on such matters;
- k. Plan and coordinate topics for the Committee of the Whole Meeting, in coordination with the Superintendent of Schools;
- l. Writing and updating the Comprehensive Plan; and
- m. Function as the commissioned officer of record in the absence of the Superintendent.

SUPERVISION / EVALUATION

- a. Develop and provide annual updates to the District Supervision Plan;
- b. Provide leadership in the area of supervision of professional staff;
- c. Conduct formal observation and supervise staff in differentiated supervision modes;
- d. Oversee the development and implementation of professional improvement plans;
- e. Give professional assistance to teachers and consulting service to all principals; and
- f. Observe classroom instruction for the purpose of assisting principals in planning for improvements in instructional performance.

PROFESSIONAL DEVELOPMENT

- a. Develop and provide annual updates to the District Induction Plan;
- b. Work with the Director of Curriculum and Instruction to plan the District's in-service programs for professional personnel;
- c. Provide leadership in evaluating and proposing changes in courses of study;
- d. Secure and utilize consultants and resource personnel in the implementation of the educational program;
- e. Orient and train new staff on process and practices through the Induction Program;
- f. Monitor and ensure Act 48 compliance for all professional employees; and
- g. Plan and direct studies of future professional development needs.

STATE ASSESSMENT

- a. Work with the Director of Curriculum and Instruction to coordinate state assessments;
- b. Oversee PIMS administration; and
- c. Oversee the PVAAS roster verification process.

EMERGENCY PREPAREDNESS / SAFETY OFFICER

- a. Serve as the District's Safety and Security Coordinator;
- b. Develop and maintain an up to date Emergency Preparedness Manual and system that reflects the needs of the district in relation to state and federal mandates;
- c. Coordinate safety support with School Resource Officers; and
- d. Develop safety training for staff based upon an annual professional learning calendar.

COMPLIANCE OFFICER

- a. Act as Title IX Compliance Officer for the district by overseeing the District's compliance with civil rights regulations.

MISCELLANEOUS RESPONSIBILITIES:

- a. Act as a liaison between higher education and the District for student teachers, seminar programs, internships and cooperative programs;
- b. Be responsible for maintaining good public relations with the community and for fully utilizing the community resources to enrich the school program;
- c. Attend all meetings of the Board of Directors, and other organizations where designated as the school district representative;
- d. Keep informed of new developments in the field of education by reading, in-service training, and attendance at educational workshops and conferences; and
- e. The Assistant Superintendent shall perform other duties as directed by the Superintendent.

WORK ENVIRONMENT

- a. Office, schools, meeting areas

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for limited periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones, interview job candidates, conduct staff meetings.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must appropriately handle confidential information as required by State and Federal regulations.
- b. Must be courteous and able to effectively manage people.
- c. Must be able to interact well with various publics and individuals.
- d. Must be able to work as a manager and member of a team.
- e. Must be cooperative, congenial and service-oriented, and promote these qualities in the department.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a department with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions, as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.