Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Assistant Superintendent (Alternative Education, Child Nutrition, Career Technology Education and Federal Programs)**

Qualifications:

Education: Master's degree in education or related field. Superintendent certification.

Training/Experience Required: 5 years of experience as a school administrator

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Communication skills to exchange information, give/receive instructions, and respond to inquiries. Includes completing complex applications and reporting requirements associated with grants and other program applications.

The position requires knowledge of grammatical structure and vocabulary for preparing correspondence from rough draft through proofing of completed material. The individual must communicate in clear, grammatically correct English. In addition, he/she must compose correspondence; train and direct others and provide complex instructions; conduct interviews; use creativity and demonstrate the ability to make public speeches and presentations, as well as prepare complex letters and reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations, determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, and regulations.

Job Goal (Purpose of Position): Performs administrative level duties under the limited supervision of the assistant superintendent to coordinate and supervise all activities of the alternative education, child nutrition, career technology, and federal programs departments. Provides a line of communication between departments and the schools, oversees legal and fiscal accountability of identified programs, prepares and/or directs preparation of applications and/or reporting requirements of identified programs, recommends personnel actions, recommends and oversees employee activities to improve the overall efficiency and accountability of the identified programs, prepares, manages, and claims federal funds including supplemental federal grants, designs programs that enhance educational opportunities and benefits available to students.

In incumbent in this position develops policies and procedures, completes alternative education career technology education, and federal program reporting requirements, budget development, program implementation, and evaluation. Due to the level of this position, the incumbent is required to use discretion, ingenuity, and judgment in resolving problems and administering the programs.

Contact with Others: An incumbent in this position has regular contact with other districts, district personnel, and the public. Must be able to answer information requests from the public, interpret and translate facts and information, explain situations and concerns, and advise them of alternative courses of action. Must be able to handle complaints and deal with parents and callers. Must use tact and diplomacy, independent judgment, and problem-solving. Makes formal presentations; interprets policies and procedures based on experience; provides counseling, negotiations, or mediation techniques as appropriate.

Performance Expectations:
The incumbent/employee will need to:
(A) Be customer-focused to resolve problems effectively.
(B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances.
(C) Manage resources with fiscal responsibility while maintaining proper accountability of records
(D) Manage information and communications with staff and public effectively.
(E) Conduct short and long-range planning to set and/or attain district goals and objectives.
(F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems.
(G) Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals.
(H) Contribute to the quality of district programs, including extracurricular programs; be involved in personal growth and development.

Other Performance Measures: Maintains records and submits as required for annual audits and special audits from the state and/or federal departments. It requires developing proper safety guidelines and policies and making sure subordinates follow these policies. It requires maintaining proper school dress standards, proper attendance and leave policies, and other work-habit concerns. Creativity, initiative, and effective problem-solving are critical to handle discipline, grievances, and to motivate a large staff of employees.

Essential Job Functions (Performance Responsibilities):
1. Supervises the alternative education, child nutrition, career technology education, and federal program administrative and office staff and delegates supervisory activities at his/her discretion.

2. Completes or oversees the completion of all applications and reporting requirements of the identified programs.

3. Prepares/manages the preparation of policies and procedures that ensure district compliance with board policy, state, and federal law.

4. Prepares, manages, and claims federal funds, including supplemental federal grants.

5. Facilitates cooperation between school sites and departmental personnel to provide programs that benefit students.

6. Provides procedures and supervises fiscal accountability and compliance with district business procedures.

7. Develops standards and expectations of quality for identified programs.

8. Develops and supervises employee and client feedback systems to facilitate greater responsiveness and accountability of the identified programs.

9. Handles grievances at the appropriate level and recommends solutions for discipline in accordance with district policy and procedure.

10. Visits various school and program sites.

11. Keeps informed of new developments in the identified programs that will improve services.

12. Submits a monthly report to the assistant superintendent regarding departmental operations and issues.

13. Oversees the establishment of financial policies and procedures that permit efficient and safe departmental operations.

14. Oversees and delegates at his/her discretion standards of operation and expectations for departmental staff(s).

15. Recommends the reassignment of job duties as needed to ensure the safest and most productive operation(s) possible.

16. Establishes criteria for program supervision and evaluation.

17. Interprets and supervises compliance with local, state, health, and education laws, regulations, and procedures.

18. Performs other duties as may be assigned by the superintendent.

Supervision Exercised: An incumbent supervises a large staff of employees including the director of child nutrition, child nutrition specialist, other child nutrition staff at his/her discretion, career

technology coordinator, career specialists, alternative program/placement administrators, and other certified and support personnel.

Site: Administrative Service Center

Reports To: Superintendent or Designee

Physical/Mental Requirements and Working Conditions:
This incumbent must have physical/mental requirements to handle the stress of the job, apply reasoning, and self-control under adverse conditions. Other than those requirements listed above, the employee must have the ability to communicate on the phone, in person, in writing, and before audiences.

Terms of Employment: 255 Days

Salary: To be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with provisions of Board policy.

Approved 06/29/2023