



**YAZOO COUNTY SCHOOL DISTRICT
JOB DESCRIPTION for:
ASSOCIATE SUPERINTENDENT of FEDERAL PROGRAMS, TEACHER
RECRUITMENT/RETENTION, PRE-K,
and
PROFESSIONAL DEVELOPMENT**

- POSITION TITLE:** Associate Superintendent of Federal Programs, Pre-K, Teacher Recruitment/Retention, and Professional Development
- TITLE OF SUPERVISOR:** Superintendent, Assistant Superintendent, and/or the Superintendent' designee
- SALARY:** Salary is reflective of the approved Yazoo County School District Administration salary schedule.
- JOB GOAL:** To support and enhance the educational mission of the school district through providing strategic leadership oversight for federally funded initiatives while ensuring compliance, accountability, and the effective uses of resources to improve student outcomes.

JOB OVERVIEW:

The Associate Superintendent of Federal Programs, Teacher recruitment/retention, Pre-K, and Professional Development provides strategic leadership, oversight, and coordination for all federally funded programs while advancing a comprehensive system of high-quality professional learning across the district. This role ensures full compliance with federal and local regulations, maximizes the effective use of funds to support student achievement, and builds the capacity of educators and leaders through targeted, data-driven professional development. The role leads the development and expansion of high-quality Pre-K programs, ensuring school readiness and strong foundational learning for young learners. In addition, the role will entail actively managing the recruitment/retention process of teachers from job postings to onboarding, including initial interviews.



GENERAL RESPONSIBILITIES:

Federal Programs—Maximize the efficiency and effectiveness of the utilization of the Federal Funds that are sent to the district and maintain necessary records and documentation of these transactions.

Fixed Asset Manager- Responsible for the lifecycle management of all tangible district property related to federal property including land, buildings, technology, and equipment to ensure compliance with federal regulations, accurate financial reporting, and efficient use of resources.

Teacher Recruitment/Retention Specialist- Develops and executes strategies to attract, hire, and keep high quality educators. The specialist manages recruitment campaigns, streamlines hiring processes, fosters a positive school culture, and analyzes turnover data to improve staff retention.

Pre-K Coordinator-The Pre-K Coordinator is responsible for the planning, implementation, and continuous improvement of the district's early childhood education program, with primary support through federal funding sources such as Title I and other applicable grants. This role ensures that all Pre-K services are aligned with federal and district requirements while promoting high-quality early learning experiences for young children.

Professional Development Coordinator- Responsible for ensuring compliance with federal funding requirements and building the capacity of teachers and leaders to improve student outcomes. The job blends leadership, strategy, and accountability.

LENGTH OF CONTRACT:

12 Months (230 Days)



MINIMUM/KEY QUALIFICATIONS:

- Administrative/Supervisory Experience;
- Completion of an approved master's, specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning;
- Valid Mississippi Certification in Administration is required;
- Knowledge of curriculum and effective teaching practices for all levels-preschool through high school;
- Experience in fiscal and budget management;
- Knowledge of grant writing process and procedures;
- Effective communication skills;
- Ability to communicate effectively with staff, parents, school sites, community members and government agencies;
- Demonstrates experience in writing and securing grants;
- Demonstrates experience in Title I, Title II, and other federal programs.

DESCRIPTION OF FEDERAL PROGRAM DUTIES:

1. Reports on the status of programs, such as curriculum, pertinent to the area of responsibilities and services at the request of the superintendent and/or the assistant superintendent;
2. Prepares drafts of needed board policies and administrative rule, within the scope of responsibilities, for the superintendent's and/or assistant superintendent's review;
3. Assists in preparing state reports and claims as needed for local, state federal, and educational instructional programs;
4. Supports and monitors the administration of the Title I, I-A, I-D, Title II, Title III, Title IV, and Title V programs;
5. Supports and monitors the annual evaluation of the CFPA and its compliance with state and federal regulations;
6. Receives and evaluates requisitions from personnel for the purchase of supplies and equipment, with Title I funds as needed as it relates to curricular programs ;
7. Supports and monitors in the development of annual programs for CFPA, Title I, special education, and other forms of professional development for district staff as needed and required for implementation;
8. Supports and monitors the creation and dissemination of information concerning Title I programs to appropriate state and federal agencies and parents of students participating in programs;



9. Assume any other duties and responsibilities necessary to facilitate all curricular and instructional programs' success directly and indirectly related to Federal programs;
10. Collaborates across departments to support creation, implementation, and evaluation of individual school improvement plans;
11. Informs, interprets and recommends the effects of current and impending federal legislation;
12. Remains current on laws and requirements regarding each program assigned and meets with appropriate staff to interpret and implement regulations;
13. Prepares all required reports and maintains appropriate records for program or fiscal monitoring and/or audits;
14. Monitors and assists in acquisition of additional federal funding as appropriate;
15. Adheres to the Mississippi Educator's Code of Ethics; and
16. Performs any other duties as assigned by the Superintendent of Education.

DESCRIPTION OF FIXED ASSETS MANAGER DUTIES:

1. Establish and maintain a master database of all district assets connected to federal purchases, typically using a barcode or tag technology to record costs, physical location, and condition;
2. Manage the full lifecycle of assets, from tracking new acquisitions and donations to the disposal of obsolete, damaged, or stolen assets;
3. Conducts regular (often annual) on-site physical audits federally purchased fixed assets as an internal control procedure;
3. Train school and department personnel on proper procedures for tagging, moving, or the disposing of equipment, and provide clear forms for documenting asset transfers; and
4. Performs any other duties as assigned by the Superintendent of Education.



DESCRIPTION OF TEACHER RECRUITMENT/RETENTION DUTIES:

1. Develop and implement strategic hiring plans to fill vacancies with qualified applicants;
2. Expand current reach, with regard to job postings, continuing current progress with the Marathon hiring system; however, expand the talent marketplace reach by placing the job postings [open positions] to various heavily utilized such as the following: (1) Zip Recruiter; (2) Indeed; (3) Simply Hired; (4) Glassdoor; (5) Monster; (6) Google for Jobs; and (7) LinkedIn – leveraging data and analytics, available on each, to improve the applicant’s engagement experience;
3. Analyze turnover data to identify trends and reasons for teacher attrition;
4. Manage the recruitment process from job posing to onboarding, including initial interviews;
5. Guide prospective and current teachers through state licensure requirements;
6. Assist with completing and submitting licensure applications and documentation;
7. Monitor and track certification status for all instructional staff;
8. Ensure all teachers meet state and federal certification requirements;
9. Provide reminders and support for license renewal deadlines;
10. Identify staffing needs that may require emergency licensure;
11. Assist candidates in completing emergency license applications;
12. Ensure all required documentation is submitted accurately and on time;
13. Monitor teachers working under emergency licenses to ensure progress toward full certification;
14. Provide support and guidance to help transition emergency-licensed teachers to standard licensure; and
15. Provide guidance on approved alternate route pathways and program requirements.

DESCRIPTION OF PRE-K COORDINATOR DUTIES:

1. Manage Pre-K budget;
2. Ensure that all state reporting is accurate;
3. Coordinate and oversee all district Pre-K programs funded through federal sources;
4. Guide the selection and implementation of Pre-K curriculum and assessments;
5. Evaluate program effectiveness and recommend improvements;
6. Oversee budget preparation, approve the purchase of instructional materials, and manage federal funding to fund program activities; and
7. Ensure all sites adhere to state licensing regulations and district policies, while monitoring and reporting on student progress and program quality.



DESCRIPTION OF PROFESSIONAL DEVELOPMENT COORDINATOR DUTIES:

1. Align federal funds to address academic gaps and priority areas;
2. Ensure equitable access to high-quality training across all schools;
3. Monitor the impact of federal programs and PD on student outcomes;
4. Ensure schools meet federal guidelines for program implementation; and
5. Collaborate with district and school leaders on improvement plans;

EVALUATION:

Performance for this job position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel as well as the Educator Code of Ethics which is applicable to the Associate Superintendent of Federal Programs, Teacher Recruitment/Retention, Pre-K, and Professional Development.

This institution is an equal opportunity provider.