

Assistant Superintendent of Student Services (Instruction, Special Education, Pupil Personnel & Food Services)
Certified Position - 0030

<u>Salary</u> Per Salary Schedule	<u>Days</u> 240	<u>Reports to:</u> Superintendent
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SCOPE OF RESPONSIBILITIES

- Provides leadership for planning and developing curriculum, instructional, and evaluation programs
- Collaborates with instructional program leadership and is responsible for representing the best interests of the K-12 school programs
- Provides direct supervision of responsible staff
- Provides leadership in complying with federal and state laws and regulations

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Attend Board meetings and prepare reports for the Board as requested
2. Prepare drafts of Board policies and administrative procedures for the Superintendent's review and action
3. Stay informed of and interpret all laws, regulations, statutes, rules, and policies affecting the student support services of the district and communicate to stakeholders
4. Devise comprehensive and effective systems of record-keeping in accordance with student support service needs
5. Develop long and short range goals in the areas of Instruction, Special Education, Pupil Personnel & Food Services
6. Confer with appropriate departments on matters of concern
7. Oversee operations of the Instruction and Special Education to include the development, monitoring, and updating of a comprehensive plan for design and delivery of curriculum and assessment for K-12 content to assist the classroom teacher with the design of lessons to deliver the written curriculum; ensure that textbooks and resources are aligned with the written curriculum; responsible for the development and implementation of a District Instructional Model including Characteristics of Highly Effective Teaching and Learning (CHETL) principles
8. Oversee operations of the Pupil Personnel and Food Services programs
9. Administer the development, monitoring, and updating of a comprehensive plan for design and delivery of curriculum and assessment for K-12 content
10. Collaborate with district and school leadership in matters relating to K-12 instructional program development and the use of assessment data for the improvement of instruction
11. Create and maintain instructional evaluation procedures to quantify instructional staff performance; provides direction for measured improvement of instructional practices, student achievement, and teacher leadership
12. Confer with the Superintendent regarding the selection, assignment and transfer of staff members and other administrative personnel
13. Develop the operating budget for assigned departments and assures that all functions operate within the appropriated allotment
14. Assure compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and district policies, rules, and procedures relating to instructional programs
15. Maintain regular and predictable attendance
16. Adhere to the professional code of ethics
17. Successfully utilize technology as appropriate in job function
18. Perform other duties as assigned by the Superintendent

MINIMUM QUALIFICATIONS

1. Kentucky Certification for Superintendent
2. Experience and such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

PREFERRED QUALIFICATIONS

1. Experience in managing student support services of the school district to include Instruction, Special Education, Transportation, Pupil Personnel, & Food Services
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