

POSITION: Administrative Assistant to the
Superintendent for Student Services

REPORTS TO: Superintendent of Schools

TERMS OF EMPLOYMENT: 224-day contract (July 1 to June 30). Fringe
benefits and salary established by the Board of
Education.

QUALIFICATIONS:

1. Successful experience as a building administrator, or similar position with supervisory responsibilities.
2. Demonstrated ability in budgeting, staff development, legal matters, supervision, school safety, program development and evaluation, and personnel management.
3. Ability to work cooperatively with diverse groups.
4. Ability to communicate with all segments of the school and community.
5. Knowledge of federal and state funding, regulations, and laws.
6. Ability to work cooperatively with the certified and classified staff.
7. Leadership skills a must.
8. Research, organization, development, problem-solving and planning skills required.

JOB GOAL & POSITION SUMMARY:

To assist the superintendent in the administration of many facets of district operations.

Responsibilities include general school administration, personnel leadership and supervision, program development, record keeping and reporting, and community relations.

FUNCTIONS/ RESPONSIBILITIES:

1. Provides leadership assistance in support of the superintendent of the development, promotion, and implementation of the district's priorities and objectives.

2. Administers and oversees federal programs and services such as Title I, Title IIa, Title III, Title IV.
3. Oversees the special education program and services within the school corporation, working with the Special Education Coordinator.
4. Administers the High Ability Program and Services for the school corporation.
5. Assists the superintendent in the coordination and development of professional development and other training programs.
6. Makes recommendations to the superintendent for program and policy changes.
7. In cooperation with the superintendent and the treasurer, prepares the budgets for special state and federal programs.
8. Assists in the coordination and development of the K-12 curriculum.
9. Assists in the analysis and use of instructional data for the schools and classrooms.
10. Serves as the corporation's Test Coordinator.
11. Assists in the preparation, monitoring, administering, and reporting on federal, state, and local grants.
12. Keeps informed on educational trends and research findings.
13. Prepares reports for the Board of Education as needed.
14. Represents the superintendent on councils and committees as assigned.
15. Works cooperatively with the all administrators in order to better meet district priorities and needs in support of all students.
16. Keeps the superintendent informed regarding all state instructional mandates, regulations, requirements, etc.
17. Assists the administration with the application and the administration of special grants and programs.
18. Perform such other duties as may be assigned by the superintendent.