

POSITION: Administrative Assistant to the Superintendent  
for Operations

REPORTS TO: Superintendent of Schools

TERMS OF EMPLOYMENT: 260-day contract (July 1 to June 30) with 20  
vacation days. 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, facilities, maintenance, transportation, 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, business and fiscal operations, school facilities management, pupil transportation, pupil safety and discipline, hearing officer, Title IX compliance officer, Section 504 compliance officer, 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. Coordinates and supervises work in the Transportation program.
3. Serves as the hearing officer for the coordination of the due process rights during student expulsion procedures.
4. Serves as the corporation's School Safety Specialist, providing oversight of the overall school safety program and serving as a liaison with county agencies providing safety to the schools.
5. Assists the superintendent in the coordination and the supervision of the maintenance and care of the school buildings and grounds.
6. Makes recommendations to the superintendent for program and policy changes.
7. Serves as compliance officer for Title IX, Civil Rights, ADA, and other federal and state programs.
8. In cooperation with the superintendent and the treasurer, assists in the preparation of the annual school budget and the long range financial planning.
9. Keeps informed on educational trends and research findings.
10. Prepares reports for the Board of Education as needed.
11. Represents the superintendent on councils and committees as assigned.
12. Works cooperatively with the all administrators in order to better meet district priorities and needs in support of all students.
13. Represents the superintendent in all phases of district operations as assigned.
14. Keeps the superintendent informed regarding all state instructional mandates, regulations, requirements, etc.
15. Responsible for day-to-day internal operations of the district.
16. Assists the administration with the application and the administration of special grants.
17. Represents all classified employee groups concerning wages, fringe benefits, and working conditions. Assists with other administrators in the hiring and evaluation of all classified employees.
18. Perform such other duties as may be assigned by the superintendent.