

Descriptor Term:

**GFB**

**JOB DESCRIPTION:  
ASSISTANT SUPERINTENDENT  
IN CHARGE OF ATTENDANCE CENTER**

ISSUE DATE: **3-27-90**

**QUALIFICATIONS:**

1. A Master's Degree
2. AA Certification in Educational Administration
3. Two years teaching experience and five years of experience as an administrator

**REPORTS TO:**

Superintendent of Schools

**PERSONNEL REPORTING TO THIS POSITION:**

Directly:

1. Building Principals
2. Attendance Center Secretary and Bookkeepers
3. Athletic Director
4. Custodian Supervisor
5. Transportation supervisor
6. Students
7. Maintenance Personnel and Custodians/Janitors

Indirectly:

1. All other personnel

**JOB GOAL:**

To implement and administer all educational activities and all related and supporting activities of the Attendance Center

**AREAS OF RESPONSIBILITY:**

1. Instructional program
2. Supervision and evaluation
3. Budgeting and purchasing
4. Administration of general fund and activity fund
5. Public Relations
6. Student Welfare
7. Building and facilities

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**PERFORMANCE RESPONSIBILITIES:**

1. To coordinate through the building principals the scheduling of staff in-service and staff development meetings
2. To provide the opportunity for and approve the organization and plans of all students studies and activities
3. To approve all changes in curriculum offerings
4. To coordinate the assignment of teacher units within the attendance for academic and financial reasons
5. To coordinate the accreditation process within the attendance center with the Director of Accreditation
6. To assist pupils, parents, and teachers with academic, emotional, and disciplinary problems
7. To coordinate the work of the athletic director in purchasing equipment, scheduling athletic contests, maintaining crowd control, and collecting game receipts.
8. To approve the recommendation of all personnel and to interview where necessary
9. To evaluate principals and other staff members as necessary using the board approved evaluation instruments
10. To supervise all personnel reporting to this position in accordance with district policy and legal guidelines
11. To supervise or provide for supervision at all athletic functions
12. To coordinate the completion and submission for all required reports on or before the due date
13. To approve the monthly payroll reports
14. To establish and maintain a close working relationship with the community through the P.T.A., P.T.O., and other appropriate methods
15. To cooperate with other schools in the area by visiting and receiving visitors
16. To display a significant leadership role in fostering professional growth and the building of staff morale throughout the district

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17. To attend the necessary meetings to promote various programs or to upgrade job skills
18. To approve all bus routes and requests for bus turn arounds
19. To approve the applications of all bus permits
20. To check the buildings and grounds daily for cleanliness and proper upkeep and make the necessary provisions for same
21. To recommend building needs (facilities) to the Superintendent
22. To coordinate with maintenance personnel, necessary repairs to buildings
23. To aid the Superintendent, Business Manager, and the Board of Education in financial planning and budgeting
24. To advise and assist in obtaining state and federal funds
25. To approve all fund raising activities and limit these activities to those that have recognized educational value
26. To approve all purchase requisitions from the attendance center
27. To approve all purchase orders for weekly maintenance and transportation
28. To approve all purchase requisitions and purchase orders for student activity accounts and to sign checks for payment of authorized purchases
29. To oversee the securing of quotes for items to be purchased as per the state and district purchasing regulations
30. To consult with the Superintendent during inclement weather as to the possibility of closing school
31. To perform such other duties as may be assigned by the Superintendent

**TERMS OF EMPLOYMENT:**

To be employed twelve months per year. Salary and work year to be established by Board policy GGBA.

**EVALUATION:**

Performance in this position will be evaluated annually, by the Superintendent in accordance with provisions of the Board's policies on evaluation.