

LOWNDES COUNTY SCHOOL DISTRICT JOB

DESCRIPTION

JOB TITLE: ASSISTANT SUPERINTENDENT FOR SUPPORT SERVICES

- QUALIFICATIONS:
1. Must have at least a specialist (AAA) degree in educational administration.
 2. Have at least three years of experience as a building or district level administrator and five or more years teaching experience
 3. Must have strong background in serving special area populations
 4. Must meet state certification requirements for assistant superintendent.
 5. Be able to express himself or herself clearly and have a good personality.
 6. Be able to document improved test scores for students for which he or she has initiated and supervised programs.
 7. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES :

1. Reviews and approves all federal and state projects related to support service. (Title I, Food Service, Special Education, Alternative School, Gifted Programs)
2. Coordinates the student support services program for the district
3. Develops and administers all aspects of the Title Projects
4. Serves as the designated Title IX, Title VII, and Section 504 Coordinator with primary responsibility to investigate all complaints and report to the superintendent.
5. Attends board meetings as directed by the superintendent and prepares such reports as directed by the superintendent.
6. Prepares drafts of needed board policies and administrative rules for the superintendent's review and authorizes actions within areas of responsibility.
7. Maintain knowledge and review State Department of Education policies/reports and claims
8. Prepares presentations to the board of education.
9. Sees that department policy manuals related to Support Services and various handbooks/literature are updated and disseminate as appropriate
10. Evaluates department personnel.
11. Supervises the Drug Education Program
12. Supervises the Crisis Management Program

13. Assists in the determination of programs needed by the schools and makes appropriate recommendations to the superintendent.
14. Evaluates and reports on the status of department-related programs and services at the request of the superintendent.
15. Interprets department programs, philosophy, and policies of the district to staff, students, and the community at large.
16. Coordinates district support of Board approved fund raisers for non-profit agencies.
17. Communicates to the superintendent the requirements and needs of the district as perceived by staff members.
18. Reviews and complies with the policies and procedures established in the personnel and student handbooks.
19. Supervises and coordinates special education classroom programs and records (IEPs).
20. Establishes procedures for special education service referral to placement, evaluation, and reevaluation of students with regard to the special education services.
21. Keeps informed of legal requirements governing special education and conforms to Mississippi Laws concerning the Education Reform Act and Commission on School Accreditation Standards.
22. Conducts required on-site visits related to State Department of Education Monitoring visits.
23. Monitors all MSIS Data related to Support Services.
24. Coordinates "Child Find" activities in accordance with federal and state guidelines .
25. District Administrator for employee grievances related to Harassment and Bullying
26. Assumes all other duties and responsibilities assigned by the superintendent.

TERMS OF EMPLOYMENT: 235 days per year. Salary to be established by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of professional personnel.