

Sullivan School District Position Description

Position Title:	Assistant Superintendent of Student Services	
Department:	Central Office	
Status:	Certified	
FLSA:	Exempt.	
Terms of Employment:	12 months according to Board Policy	
Reports To:	Superintendent	
Prepared By:	Superintendent of Schools	Date: 10/26/22
Approved By:	Board of Education	Date: 11/28/22

SUMMARY: Supervises district purchases of supplies, equipment, and services within ethical and legal parameters. Oversees the transportation, custodial, food service, and maintenance departments. Involved in the development and implementation of new procedures/policies and the initial step of the appeal process. Assists in the administrative functions of student services.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

Employment

- Work collaboratively with the Assistant Superintendent of Curriculum and Instruction on the management of recruitment and selection of teaching staff, administrators, office, and maintenance employees, maintaining open relationships with schools and institutions that provide applicants.
- Develop and implement a screening and selection process for all classified employees
- Work with principals and central office administrators to project staffing needs and develop staffing plans.
- Collaborate with the Superintendent and principals in renewal, non-renewal, and tenure decisions
- Assist principals and supervisory personnel in conducting due-process procedures
- Support the Assistant Superintendent of Curriculum and Assessment to direct and monitor employee performance appraisals and ensure principals and supervisors have proper training
- Manage substitute teachers by compiling and maintaining a current roster of substitute teachers available to work for the district.
- Oversee the District volunteer program
- Hire, organize, and direct the work activities of the custodial staff
- Supervise all food service operations, including the (1) bidding of certain commodities, (2) completion of the annual and monthly reports as required by the Department of Elementary and Secondary Education, and (3) maintenance of all files necessary to ensure compliance with "Free and Reduced Breakfast and Lunch Guidelines."
- Oversee and supervise the operation of the transportation director along with the transportation policies and regulations
- Respond to referred transportation concerns.
- Serves as the District 504 Coordinator
- Title IX Coordinator
- Compliance Officer
- Prepare or assist in preparing special reports as required by state guidelines and/or state and federal law concerning state and federal vocational training programs, Department of Elementary and Secondary Education reports, impact aid, and Title IX.

Operations

- Develop bid procedures and product specifications and supervise bid processes for all departments

- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g., plans, proposals, policies, budgets, Requests for Proposals, grant opportunities, procedures, forms, etc.) to implement and maintain services and/or programs.
- Comply with federal and state laws governing the purchase of supplies and equipment.
- Review and authorize purchase orders of the custodial and maintenance departments

Facilities

- Maintain policies and regulations in buildings and grounds and District rental agreements
- Oversee the operation of the District Theater and Theater personnel

Safety Coordinator

- Oversee the planning of Emergency Plans, Training, and Protocols for all staff, students, and First Responders
- Work in conjunction with the City of Sullivan with the placement and training of all School Resource Officers
- Responsible for the district's compliance with the Asbestos Hazard Emergency Response Act (AHERA) regulations.

Professional Learning

- Work collaboratively in the planning and facilitating of new staff orientation and ongoing support activities.
- Collaboratively works with the Assistant Superintendent of Curriculum, Instruction, and Assessment to plan professional learning for faculty.

Compensation and Benefits

- Support the Superintendent in salary discussions
- Work collaboratively with the Superintendent to administer leave benefit programs and medical insurance and monitor employee attendance.
- Administer the teacher salary schedule and service records
- Develop and implement procedures for salary administration and placement of new classified hires

Employee Relations

- Promote collegiality, teamwork, and collaborative decision-making among staff
- Implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them
- Provide guidance and counsel in employee relations matters
- Provide input in the development of Board and District policies and procedures, including federal and state mandates relating to employment
- Advocate and provide professional learning opportunities to stakeholders as related to the job functions of this position

Human Resources

- Hire, organize, and direct the work activities of the custodial staff
- Evaluate the job performance of the Transportation Director staff to ensure the effectiveness
- Provide training and development for the transportation director and Nursing staff
- Ensure department operations contribute to the attainment of District goals and objectives
- Oversee the part-time, temporary employment
- Hire, organize, and direct the work activities of the custodial staff

Other

- Collaborate with the Superintendent, Assistant Superintendent of Curriculum and Instruction to provide direction to the District School Board of Education in developing PK-12 improvement processes that are congruent with one another and aligned to District goals
- Attend board meetings regularly and make presentations to the Board of Education
- Serve as the districts Compliance Officer in charge of assuring District compliance with Policy and Regulations of Title IX of the Educational Amendments of 1972; Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws
- Serve as the Districts Wellness Coordinator to ensure the development and implementation of the policies and regulations of wellness.
- Perform other duties and responsibilities as requested by the Superintendent

SUPERVISORY RESPONSIBILITIES:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees
- Planning, assigning and directing work
- Appraising performance
- Addressing complaints and resolving problems

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

- Specialist degree in Educational Administration.
- Minimum of 2 years of previous administrative and/or supervisory experience
- Considerable knowledge of school administration, school law, finance, procurement, curriculum, instruction, long-range planning, and related educational techniques.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Certification for Central Office Administration through the Missouri Department of Elementary and Secondary Education (DESE).

COMMUNICATION SKILLS:

- Ability to effectively present information and respond to questions from administrators, staff, and the general public.

MATHEMATICAL SKILLS:

- Ability to understand related financial concepts such as compound interest, time value of money, tax rates, and discounts.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

TECHNOLOGY:

- Competent with computer skills, including web browsing, email, word processing, Google platform, and the student information system.
- Must have the ability to learn and utilize new software programs as systems are upgraded.
- Utilize smart boards, projectors, copy machines, faxes, and other technology provided by the district.

OTHER SKILLS AND ABILITIES:

- Be an independent, self-motivated worker and multi-task daily.
- Have strong communication, interpersonal, and organizational skills.
- Ability to work closely and establish and maintain effective relationships with students, peers, parents, and the community.

- Ability to safeguard confidential information.
- Ability to apply knowledge of current research and theory in the field of education.
- Ability to perform all duties in full compliance with all district requirements and Board policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet, and at meetings moderate. The employee continuously is interacting with the public and staff.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.