

## Ascension Parish School Board Job Description

<b>I. JOB TITLE:</b>	Assistant Superintendent	<b>JOB TYPE:</b>	105
<b>POSITION REPORTS TO:</b>	Superintendent	<b>PAY GRADE:</b>	M-2
<b>FLSA STATUS:</b>	Exempt	<b>ASSIGNMENT PERIOD</b>	260 days

### II. SUMMARY OF POSITION'S PURPOSE

Assists the Superintendent of Schools in planning, developing and maintaining elementary and secondary school programs and all operational management functions in a manner which best utilizes state and federal funds, allotted monies by the Board, for the benefit of the School System's instructional program. Establishes general standards for purchasing subject to the Superintendent's directives and coordinates activities of the adult education programs and assists in implementation of all administrative regulations developed to enforce Board policies concerning overall management of the Ascension Parish School System.

### III. MINIMUM QUALIFICATIONS

- A. EDUCATION/CERTIFICATION – Master's degree. Type A Louisiana teaching certificate.
- B. EXPERIENCE – Seven years of successful experience as a professional educator, three of which must have been within the last five in accordance with Louisiana State Department of Education certification requirements.
- C. OTHER REQUIREMENTS – Additional requirements as the Board may establish.

### IV. DUTIES AND RESPONSIBILITIES

1. Coordinates and integrates curriculum and instructional services at elementary and secondary levels.
2. Coordinates formulation of philosophy and objectives for instructional services.
3. Coordinates planning, administration, and evaluation of elementary and secondary school programs. Assists in development of curricula consistent with local, state, and national content standards and regional accreditation agency standards.
4. Guides, develops, implements, and evaluates pre-service and in-service training programs for professional personnel in accordance with statute, Board policy, and regulations established by the Ascension Parish School System Superintendent of Schools.
5. Works with principals directly or through designated supervisors in the improvement of professional staff competencies both individually and collectively.
6. Guides development of grade level, subject matter and/or departmental criteria which provide horizontal and vertical continuity and articulation of the district's instructional program.
7. Coordinates all phases of the supervisory program including activities of all supervisors and principals, acting through designated directors of elementary schools, middle schools, secondary schools, and special education.
8. Assists Superintendent in directing the fiscal management and operations areas of the school system, through the Business Manager, in departments of purchasing and taxes, payroll and bookkeeping, maintenance, school food services, and transportation.

9. Directs the activities of the Supervisor of Child Welfare and Attendance and Director of Student Services, serving if necessary as a liaison between assigned personnel and local school personnel.
10. Coordinates requirements for libraries and educational television.
11. Coordinates textbook selection process and design, subject to the Superintendent's approval, procedures for responsible use of all textbooks and related instructional materials and/or supplies.
12. Provides encouragement and practical assistance to efforts at developing innovative types of curriculum programs at all levels within the School System.
13. Maintains continuity among all programs through close working relationships with Directors and Supervisors of all major programs as well as the Business Manager and the Purchasing Agent.
14. Recommends improvements in instructional programs and relevant personnel performance in cooperation with designated directors, supervisors, principals, other staff members, and teaching personnel.
15. Assists in the coordination of guidance and testing services
16. Coordinates federal programs with general curricula; plans federal programs, through assigned personnel, in cooperation with other supervisors so that maximum student benefit can be achieved.
17. Assists in budget preparation relative to instructional, operational, and all related areas insofar as equipment, materials, and supplies are concerned; coordinates efforts to relate budgetary requests as much as possible to achievement of established objectives to specified level of proficiency.
18. Coordinates design and development of educational specifications for new projects or renovation endeavors.
19. Provides courteous and prompt service to all internal and external customers including students, parents, co-workers, etc. Schedules and/or attends conferences with parents. Prioritizes and addresses requests and assignments in a professional manner to develop cooperative relationships and to ensure that student and employee records confidentiality is assured.
20. Identifies opportunities and recommends methods to improve service, work processes and financial performance, e.g. expense management. Assists in the implementation of quality improvement initiatives.
21. Assists co-workers in the completion of tasks and assignments to ensure continuity of service. Orients new co-workers and actively supports teamwork throughout the school system.
22. Performs such other duties or responsibilities as may, from time to time, be assigned by the Superintendent of Schools.

NOTE: This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The Ascension Parish School Board reserves the right to change this description at its discretion.

**V. SIGNATURES:**

Supervisor	Date
Employee	Date

This job description was approved by the Ascension Parish School Board on: November 7, 2000