

**TITLE: Director of Achievement and Operations**

**QUALIFICATIONS:**

- Strong leadership, communication, and management skills.
- Intense belief in and support of public education.
- Experience in data analysis and presentation.
- Ability to effectively coordinate and implement projects from development to implementation.
- Experience with district operations is preferred, but not required.
- Ability to work well with staff, students, parents, patrons and community leaders.
- Minimum Master's degree, Education Specialist Preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**JOB GOAL:** To support and promote Cassia County School's vision for student academic performance and general oversight of district services and operations.

**PERFORMANCE RESPONSIBILITIES:**

- Implements and supports the District strategic plan.
- Analyzes the District's data, academic progress and achievement, identifies shortcomings and seeks out and implements new tools and strategies to address those needs.
- Work with superintendent to identify formative assessments to graph and discuss monthly.
- Meet monthly with school principals, as appropriate, to collect appropriate formative assessment data for superintendent Board report.
- One calendar week prior to each board meeting, meet with superintendent to prep monthly formative assessment data presentation for school board trustees in the area of Elementary ELA, elementary mathematics, middle school ELA, middle school mathematics, high school ELA and high school mathematics.
- Assist school Principals in gathering formative assessment data and visual representations of formative data, for use in school-wide PLC's.
- Support school administration in the development & implementation of school-wide PLC's as appropriate
- Oversees district operations for IT, Transportation, Food Services, and Maintenance.
- Facilitates District Behavioral and Emotional Support Program: CONNECT.
- Attend Monthly School Board Meetings
- Shares in Administrative Evaluations.
- Seeks out opportunities for professional growth.
- Maintains high standards of ethical conduct and confidentiality.
- Performs all other duties as assigned.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 50 lbs. and to work in an office environment. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks will require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

**TERMS OF EMPLOYMENT:** The employment period shall be for twelve (12) months with vacations as specified by the Board of Trustees. Salary as determined by the Board of Trustees.

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

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are made available to the employee on the school district website: [www.cassiaschools.org](http://www.cassiaschools.org).

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

**EMPLOYEE ACKNOWLEDGEMENT:** I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

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Employee Signature

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Date

March 15, 2022