

Star City School District

Position Title: Assistant Superintendent

Reports to: Superintendent

Length of Contract: 245 Days

Minimum Qualifications: District Level Licensure

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Federal/State Programs

1. Serve as Federal Programs Coordinator.
2. Write and Administer Educational Program grants.
3. Remain current on laws and requirements regarding each program, and meet with building Principals, Superintendent, and School Board to interpret and implement regulations.
4. Serve as liaison with the Arkansas Department of Education in the area of accountability and school improvement process (ACSIP).
5. Serve as Categorical Funds Coordinator (including but not limited to): ALE, ELL, PD, and ESA
6. Prepare documentation for standards assurance for district accreditation such as course offerings and coding, cycle reports, and district report card.
7. Serve as ESL/LEP supervisor by overseeing the district English as a Second Language Program.
8. Ensure all paperwork and documentation are submitted to the state department.
9. Develop and implement services to the district towards the following positions:
 - a. Career and Technical Programs Supervisor
 - b. Migrant Program/ ELL & LEP Coordinator
 - c. Equity Coordinator
 - d. Office of Civil Rights Reporting Coordinator
 - e. District Parent And Community Engagement Coordinator / Annual Report to the Public
 - f. Private School Liaison / Homeless Liaison
 - g. Serve as Ethics/Misconduct/Title VI Sexual Harassment Officer

Student Services

1. Coordinate Student Services: Supervise and plan budgets for Transportation, Maintenance, Custodial, Food Service, Facilities Planning, Technology and Classified Staff.
2. Oversee Schooldude Program for the district.
3. Evaluate all district level classified employees.
4. Collaborate with all activity programs to maximize and plan budgets and calendars. Plan and oversee preparation of facilities and supervision of all home contests by the AD and administration.
5. Work collaboratively with principals and Special Programs Coordinator to oversee ALE, ABC, and Save the Children Programs.
6. Submission of Technology Plan; serve as Technology Committee Supervisor including data for school report card. Submit all required documents.
7. Develop and implement services to the district towards the following positions:
 - a. Facilities Planning
 - b. SDFS (Safe Drug Free School) Coordinator
 - c. Home School Coordinator/School Choice Supervisor/Student Choice Academy Coordinator
 - d. 504 Coordinator District
 - e. Serve as District Policies, PPC and Student Handbook Policies Coordinator.
 - f. Serve as Ethics/Misconduct/Sexual Harassment Investigator.
 - g. Serve as Grievance Officer for the district and will investigate all grievances.

ADDITIONAL SUPERVISION ROLES:

Communications

1. Oversee District Communications Director and processes for community communication including but not limited to social media, news stories, safety, message systems and websites.
2. Prepare and present Annual Report to the Public.
3. Ensure all data requirements are met and state required information is published on the school website before the deadline.

Safety

1. Oversee Safety Director for the district.
2. Oversee District safety plan and submit to the state as the Continuity of Operations Coordinator.
3. Oversee and maintain a District Safety Team and serve as a liaison to Community Agencies and secure SRO contracts/schedule/duties.

Testing

1. Oversee assessment calendars & monitor the administration of any district tests and investigate discrepancies in testing administration.
2. Attend statewide training sessions and conduct local training sessions for school staff as well as supervise school-wide coordination of test implementation by the coordinator.
3. Accurately analyze, interpret, and clearly communicate ACT Aspire results to State Department officials, school personnel, board, parents, and students.

Training, Supervision, and Curriculum

1. LEADS Supervision, Curriculum Director K-12. Oversee scope and sequences planning by Principals: Curriculum Alignment, Pacing Guides, Unit Plans, and Lesson Plans
2. Mentor Program Project Director and Provider of New Teacher Orientation: Coordinate all training for novice and mentor teachers. Coordinate time frame for submission of required paperwork and pairings to the state department. Coordinate student teacher/intern program and substitute teacher training.
3. Work with human resources and building principals to ensure all personnel are properly licensed and obtain ALP's if necessary. Ensure required paperwork to the state department to document all certified personnel have met the state 36-hour requirement for professional development.
4. Coordinate with Superintendent and building Principals on district professional development requirements. Plan, lead and provide cost-effective workshops for teachers, administrators, parents, or other appropriate groups as assigned.

All other duties as assigned by the superintendent.