

**Greenwood School District 50
Position Description**

**POSITION TITLE: Assistant Superintendent for
Administration**

Department: District Office
Reports To: Superintendent
Prepared by:
Approved by:

Date:
Date:

SUMMARY: Responsible for assisting the Superintendent in all administrative matters that contribute to the fulfillment of the educational philosophy of the district as it relates to providing leadership in achieving and maintaining the best possible educational programs and services.

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

- ⇒ Supervise all principals in all discipline matters that occur in the schools, including expulsion and suspensions.
- ⇒ Hold appeal hearings on all expulsions and suspensions.
- ⇒ Supervises all in-school suspension programs.
- ⇒ Prepare monthly up-dates to principals on expulsions and suspensions.
- ⇒ Supervise administrative matters in the schools.
- ⇒ Handle complaints from parents not resolved by transportation director.
- ⇒ Coordinate and schedule the use of activity and district buses.
- ⇒ Initiate periodic fire drills and instructs all personnel on building use and maintenance.
- ⇒ Coordinate and schedule building rental for all District 50 facilities.
- ⇒ Coordinate district office building security and safety program.
- ⇒ Coordinate and enforce attendance zone policies and regulations.
- ⇒ Share responsibility with assistant superintendents for evaluation of principals and the Principal Incentive Program (PIP).
- ⇒ Assist the Superintendent in general administrative operations.
- ⇒ Compile operational statistics and gather such other data as the Superintendent may require.
- ⇒ Work with the policy committee of the Board to revise, update, and develop appropriate administrative policies for the district.
- ⇒ Work with such other Board committees as the Superintendent may direct.
- ⇒ Attend and/or conduct meetings assigned by the Superintendent.
- ⇒ Serve as liaison with the Commission on Alcohol and Drug Abuse with overall supervision of the SCIP program.
- ⇒ Prepare and review such administrative reports assigned by the Superintendent.

- ⇒ Report regularly to the Superintendent on any developments or problems within the district that come to his attention and require the Superintendent's awareness and action.
- ⇒ Attend Board meetings and prepare such reports for the Board as the Superintendent may request.

SUPERVISORY RESPONSIBILITIES:

Supervises district transportation department personnel. Supervises custodial services at the district office. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non-supervisory employees in the Administration Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing employees, planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Supervises mail and break rooms at district office.

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 the essential functions.

EDUCATION and/or EXPERIENCE:

Masters Degree and Principal's Certificate with prior job experience in the principalship. Minimum of ten year's experience in teaching.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to administrators, top management, public groups/community, and Board of Education.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education 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 sit. The employee is occasionally required to walk, talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus. The employee is regularly required to meet deadlines with severe time constraints and interact with the public and staff in addition to meeting multiple demands from several people. The employee is frequently required to work irregular or extended work hours.

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 the work environment is usually quiet.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) 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.