

ASSISTANT DIRECTOR OF SCHOOLS

JOB SUMMARY

To assist the Director of Schools in all areas of the school system's operations concerning problems and/or plans for improvement of schools.

QUALIFICATIONS

- Master's Degree
- Five years administrative experience (preferred)
- Valid professional license with appropriate Administrator/Supervisor endorsement
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Director of Schools
- Oversee and provide administrative support and direction for school safety and security, food service, transportation, zoning, athletics, and transfers/disciplinary hearings
- Participate in community and public relations activities, including presentations and public speaking engagements as assigned and/or as appropriate
- Participate in professional activities at the local, state, and national levels
- Work with Board, city and county government, community groups and organizations to research issues and provide information as requested
- Investigate and respond to parent and community concerns
- Hear all appeals for suspensions by a parent and respond to the complaint accordingly
- Conduct hearings for parents who want to raise issues relative to the student's record and determine appropriate action steps necessary to resolve the issue
- Act as system level complaint manager and employee grievance officer and reach efficient solutions to complaints/grievances
- Facilitate communication with outside vendors, organizations, or individuals who have special requests and channel the requests among appropriate departments/supervisors as appropriate
- Respond to immediate needs of parents or community in the absence of the Director of Schools
- Address and respond to OCR concerns
- Complete data as requested for the Director of Schools and School Board
- Institute appropriate legal interventions to prevent litigation
- Work with personnel department and principals to forecast positions for each year and project personnel cost for budgetary purposes
- Attend the Teacher Recruitment Fair
- Distribute certified and non-certified applications to appropriate personnel
- Oversee the budget process including revenue projections and expenditures
- Review applications for instructional or administrative positions and share with principals/supervisors
- Complete federal, state, and local reports pertaining to personnel
- Ensure compliance with state and federal mandates including but not limited to OSHA, OCR, Title VI & IX, etc.
- Supervise the maintenance program for the system which includes repairs/upkeep, new facilities/building program, inspections, equipment/materials/furniture/supplies inventory and purchasing
- Monitor inclement weather and other natural/crisis events which may necessitate school closings
- Collaborate with WEMA, the police, the Health Department, and other agencies to make decisions related to school closings and crisis response procedures
- Oversee the system's insurance and Workman's Comp program
- Evaluate subordinates and supervisory staff as requested
- Perform other duties as assigned by the Director of Schools