

JOB DESCRIPTION

POSITION TITLE:	Assistant Superintendent Administrative Services K-12
REPORTS TO:	Superintendent of Schools, who evaluates and provides direct supervision and consultation
SUPERVISES:	12 Elementary Principals; ESL Head Teacher; Title I Coordinator
COORDINATES WITH:	Assistant Superintendent and Directors
WORK YEAR:	12 months

The Assistant Superintendent Administrative Services K-12 supervises District administrative services through the building principals and coordinates the evaluation of teachers; approves the hiring and assignment of paraprofessionals, monitors, health service personnel, and the attendance officer.

Primary Duties:

1. Evaluates and supervises elementary principals.
2. Upon the recommendation of the Principal, approves the hiring and assignment of paraprofessionals, monitors, and health service personnel. Oversees the training for these positions.
3. Responsible for coordinating and monitoring the documentation associated with the professional development process of certified staff as it relates to supervision and evaluation.
4. Responsible for the evaluation and supervision of non-certificated personnel.
5. Assists in the preparation of the operating budget as it relates to personnel matters.
6. Coordinates the annual teacher orientation program for new staff members conducted prior to the beginning of the school year.
7. Oversees the ESL program.
8. Oversees the REACH program.
9. Oversees the Title I program.
10. Coordinates and supervises the extra-curricular program and co-curricular activities.
11. Coordinates and supervises the adult education program and evaluates the coordinator.
12. Oversees the student teacher program, K-12.
13. Oversees the delivery of health services through the school nurses, K-12, and evaluates the head nurse.
14. Coordinates and supervises summer school program, K-12.

15. Serves as the District administrator charged with coordinating grants.
16. Coordinates Grade 6 students to middle schools and Grade 9 students to the high school.
17. Reviews and makes recommendations for resolution of parental and staff concerns and problems not resolved at the building level, except as related to instructional issues and student discipline matters in Grades 7-12.
18. Chairs in-district committees at the request of the Superintendent.
19. Oversees Early Admission procedures.
20. Serves as a resource person to the Board of Education.
21. Oversees student suspensions, expulsions, and issues related to maintaining a safe school environment, at the elementary level; collaborates with City agencies related to student welfare.
22. Reviews and approves attendance variances, K-12.
23. Coordinates and approves home education programs, K-12.
24. Oversees and evaluates the Attendance Officer/Court Liaison.
25. Performs such other duties as may be assigned by the Superintendent.
26. Assists with and participates in public relations/information activities related to administrative services.

Subsidiary Activities:

1. Serves as a resource person in collective bargaining.
2. Works with the superintendent and business administrator in the development of educational specifications for new and renovated school projects.

Combinations Tasks:

1. Coordinates with City Health Department on matters related to the well-being of students and/or staff.
2. Monitors capital improvements projects.

Minimum Requirements:

Meets New Hampshire certification requirements. Masters degree with emphasis in school administration. Eight years educational and/or related experience, including significant administrative/supervisory/evaluative experience that demonstrates capabilities in human relations and planning.

