

**Policy GFAAAB: Job Description: Assistant Superintendent of Support**

**Status:** DRAFT

**Original Adopted Date:** 10/17/2022 | **Last Reviewed Date:** 10/20/2022

**QUALIFICATIONS:**

- A Master's Degree
- AA License in Educational Administration
- Two years teaching experience and five years' experience as an administrator
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Ability to lift and/or carry up to 25 pounds as needed

**REPORTS TO:**

Superintendent of Schools

**SCOPE OF RESPONSIBILITY:**

The Assistant Superintendent of Support will function as an overseer of his or her assigned attendance center(s), and will be responsible for the leadership and management of the district's support operations, including the evaluation of all administrators that fall under support. The Assistant Superintendent of Support will oversee the non-instructional functions of the district under support services, including but not limited to: athletics, information technology, construction, maintenance, custodians, facilities, school security, transportation and child nutrition and all related activities. He or she will work collaboratively with these departments and his/her team to ensure that best practices are implemented throughout the district.

**PERSONNEL REPORTING TO THIS POSITION:**

Directly/Indirectly:

- Attendance Center Staff
- Technology Director
- School Resource Officers
- Child Nutrition Director
- Athletic Directors
- Operations Director

**AREAS OF RESPONSIBILITY:**

- Operations
- School Safety
- Child Nutrition
- Technology
- Athletics
- Supervision and evaluation
- Budgeting and purchasing
- Administration of activity funds
- Public Relations
- Student Welfare
- Maintenance & Construction
- Custodians
- Transportation

**JOB GOALS:**

- To assist the Superintendent in carrying out the duties and responsibilities of the Superintendent's office to the

ultimate benefit of the district's entire educational program.

- To implement and administer all operational/non-instructional activities and related supporting activities of the attendance centers.
- To streamline the day to day operations of athletics, information technology, construction, maintenance, custodians, facilities, school security, transportation and child nutrition.
- To ensure schools and other district facilities meet or exceed the safety guidelines as outlined by the Mississippi Department of Education.
- To provide forward-thinking vision, leadership and management of technology and data to support the mission and goals of the district.
- To organize and coordinate the district's child nutrition program, assuring cost effectiveness and compliance regarding nutrition, sanitation, safety, and purchasing.
- To provide leadership to maintain and improve all athletic programs for the benefit of all student athletes.

#### **DUTIES AND RESPONSIBILITIES:**

1. Monitors, coordinates, supervises and provides leadership to those departments under support services including facilities, maintenance and construction, custodial, transportation, child nutrition, information technology, student safety and welfare, athletics and all related activities.
2. Approves athletic fund-raising activities and limits these activities to those that have recognized value.
3. Provides the opportunity for and approves the organization and plans of all students' athletic related activities.
4. Coordinates with the athletic directors in purchasing equipment, scheduling athletic contests, maintaining crowd control, and collecting game receipts to ensure consistency between attendance centers.
5. Ensures supervision at all athletic functions has been coordinated.
6. Works closely with athletic directors and building administration to develop and enforce an athletic/academic code of conduct which is consistent with the goals of the district.
7. Responsible for overseeing all technology (software, infrastructure, security, networks, telephones and intercoms, etc.) to ensure schools have comprehensive support for teaching and learning activities for staff and students.
8. Remains familiar with all new requirements of the Mississippi Department of Education Office of Safe and Orderly Schools.
9. Develops, coordinates and maintains procedures that will ensure a safe, clean educational environment.
10. Coordinates the development of both short-term and long-term capital improvement plans.
11. Oversees the securing of quotes for items to be purchased as per the state and district purchasing regulations.
12. Serves as acting Superintendent in the absence of him or her, only when designated by the Superintendent.
13. Serves as chairperson of the Superintendent's staff for planning, formulating, and recommending policies and procedures for the school district as related to support services.
14. Aids the Superintendent, Business Manager, and the Board of Education in financial planning and budgeting.
15. Advises and assists in obtaining state and federal funds.
16. Consults with the Superintendent during inclement weather as to the possibility of closing school.
17. Approves the recommendation of all support services personnel and interviews when necessary.
18. Visits and observes all day to day operations within support services and reports to the Superintendent.
19. Approves overtime.
20. Establishes and maintains a close working relationship with the community.
21. Cooperates with other schools in the area by visiting and receiving visitors.
22. Supervises all personnel reporting to this position, both directly and indirectly, in accordance with district policy and legal guidelines and conducts annual evaluations.
23. Ensures consistency between attendance centers on the day to day operations and work flows related to each support services department.
24. Responsible for improving the quality and effectiveness of personnel by providing high-quality mentoring and coaching.
25. Provides district oversight of recruitment and retention initiatives.
26. Prepares the agenda and provides guidance for regularly scheduled support services administrative staff meetings and serves as the chair for such meetings.
27. Represents the school district at meetings when specifically designated by the Superintendent.
28. Disseminates information to support services directors.
29. Prepares reports for the Superintendent and/or Board on a regular basis using data-based benchmarks on the overall operation of support services.
30. Evaluates support directors and ensures that all support directors' complete personnel evaluations on all staff under their supervision.
31. Advises the Superintendent on all matters related to support services and the professional development of staff.
32. Makes policy recommendations as needed to improve support services.

33. Participates in the development of the district's strategic plan.
34. Establishes and maintains effective communications between the district and all support services departments throughout Jackson County School district.
35. Works with support service director level staff to design and implement an effective, comprehensive program of professional development that facilitates improvement and growth among the staff.
36. Assists in the development of budgets including staffing needs, materials and resources, and provisions for the activities of the district.
37. Displays a significant leadership role in fostering professional growth and the building of staff morale throughout the district.
38. Assumes all other duties and responsibilities assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

To be employed 232 days per year. Salary and work year to be established by Board policy GGA.

**EVALUATION:**

Performance in this position will be evaluated by the Superintendent annually in accordance with the provisions of the Board's policies on evaluation.

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