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| Location:                Central Office  Qualifications:         1. Master's Degree                               2. AA License in Educational Administration                               3. Five years of experience as an administrator, preferably two in a Central Office     Reports to:              Superintendent   Length of Contract:   235 days, Salary and work year to be established by Board Policy.  Job Goal:              To assist the Superintendent in carrying out the duties and Responsibilities of the Superintendent's  Office   Duties and Responsibilities:  1. Serves as acting Superintendent in the absence of the Superintendent;  2.       Serves as Personnel Director:   * Oversees hiring, resignations, terminations and non-renewals * Submits personnel to the Board for approval * Manages Frontline Recruiting and Hiring employment system on the district’s website, approving job postings, entering employee assignments, creating and disseminating electronic contracts to all certified employees, etc. * Ensures proper licensure for all certified employees * Oversees new teacher orientation * Handles educator misconduct and reports serious violations to the Office of Educator Misconduct;   3. Maintains accreditation requirements as published in the Mississippi Public School Accountability Standards and works with the  Office of Accreditation to clear deficiencies appropriately;  4. Coordinates curriculum and makes sure that Mississippi College and Career Readiness Standards, the Mississippi Curriculum  Frameworks, and the Career and Technical Education curricula are being implemented in the schools according to the Instructional  Management System submitted for Board approval in July;  5. Oversees professional development for the district, ensuring that all state requirements regarding professional development are  met;  6. Monitors district-wide PLCs;  7. Oversees the coordination of Instructional Technology in consultation with the Technology Director;  8. Disseminates information concerning appropriate new educational materials;  9. Works with the Special Education Services Director to ensure the curriculum needs of students with individualized education plans  are implemented correctly;  10. Serves on the district's strategic plan key-stakeholders’ committee, serving as chairperson of Goal 3: Quality Instruction;  11. Visits and observes school operations and reports to the Superintendent;    12. Places student interns from universities;    13. Evaluates and organizes the purchase of online instructional programs (I-Ready, ELS, Renaissance, etc.) and oversees the  implementation of the programs;  14. Coordinates diagnostic and benchmark assessments for the district and provide technical assistance with online instructional  programs;  15. Works with principals and Federal Programs Director in the effective use of Educational Consultants;  16. Coordinates and supervises the Professional Growth System for teachers and administrators, ensuring that all directors and  principals complete personnel evaluations on all staff under their supervision; submits evaluation scores to MDE Sharepoint;  17. Compiles information for the Federal Impact Aid Grant, submits it each year prior to January 31;  18. Coordinates all meetings with the Native American Education Committee and posts agendas and minutes of these meetings on  the NCSD website;  19. Compiles and submits Civil Rights Data Collection to the Office of Civil Rights;  20.     Revises the employee handbook and oversees the revision of the schools’ handbooks, ensuring updated policy and procedures;  21. Manages the district website through Campus Suite and oversees the maintenance of each school’s website;  22. Supervises District Test Coordinator and MSIS Coordinator  23.     Attends quarterly data meetings with each principal and compiles quarterly data reports for the Board;  24.    Assists the administration at all levels in evaluation of program and/or personnel when requested;    25.     Reviews and revises policy to meet requirements of the accreditation system;  26. Oversees the MTSS Program;  27. Serves as the Sharepoint contact for the district;  28. Serves as the Drop Out Prevention Coordinator for the district;  29.     Assumes all other duties and responsibilities assigned by the Superintendent.    Evaluated by:    Performance in this position will be evaluated by the Superintendent annually in accordance with the provisions of the Board's policies on evaluation. |
| REVISED 6/1/2022 |
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