

CAMPBELL COUNTY SCHOOLS
CERTIFIED JOB DESCRIPTION

TITLE: **Assistant Superintendent of Operations**

QUALIFICATIONS: 1. Holds valid Kentucky professional certificate for Director of Pupil Personnel and Instructional Leadership.
2. Three years of successful teaching experience.
3. Has demonstrated ability to communicate effectively with student, staff, parents and community.
4. Valid Driver's License
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Teachers -in regard to proper utilization of attendance reporting, Director of Food Services, Director of Facilities, Director of Transportation, Occupational Safety Programs, District athletics, Lead Software Technician, and various programs at the district and school levels.

JOB GOAL: To provide administrative oversight to all assigned programs which serve the students and staff of the Campbell county Schools

PERFORMANCE RESPONSIBILITIES:

1. Enforce the compulsory attendance and census laws of the Commonwealth of Kentucky.
2. Enforce the attendance rules and regulations of the Board.
3. Compile and maintain all reports and records as mandated by the Commonwealth of Kentucky and the Board.
4. Interpret state laws and local Board policies and procedures related to pupil personnel to school personnel, parents, students and the community.
5. Report to the special education supervisor all school-age children unable to participate in the regular school program because of mental, physical, or emotional disabilities so that they are properly examined and may participate in educational programs appropriate to their needs.
6. Act as a liaison with local and state agencies, the Juvenile Court, members of the Police department and interested civic groups in seeking solutions to the problems of school children.
7. Make home visits of children absent from school or reported in need of books, clothing or parental care.

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8. Supervise the issuance of age certificates, and similar documents along with investigating places of employment to make sure the students employed are working under conditions prescribed by law.
9. Research and make studies of new practices and techniques for improving student attendance and the performance of services rendered by the Division of Pupil Attendance.
10. Redistrict school boundaries when necessary.
11. Assist in school staffing by projecting specific grade level enrollment for each school.
12. Initiate and conduct research projects that will aid in planning the total school program.
13. Maintain a professional awareness of current literature related to assignment, including working knowledge of state and federal law, Board policy and administrative regulations.
14. Supervise the organization and implementation of orientation and continuing education programs for assigned department personnel.
15. Reviews on a regular basis all security and safety precautions and procedures, and recommends additions, changes or reductions in service as appropriate.
16. Assists in preparing statistics and other reports requested by the Superintendent or the Kentucky Department of Education.
17. Assumes responsibility for the implementation and observances of all board policies as they relate to assigned areas of supervision.
18. Supervises the development and administration of transportation, food services, facilities, district athletics, and software programs to meet all of the requirements of the daily instructional programs and extracurricular activities.
19. Acts as liaison with parents for complaints and special requests.
20. Evaluates assigned department managers with approved evaluation instruments. Provides requested evaluative input to the Superintendent or other District personnel.
21. Perform other duties consistent with the position assigned as may be requested by the Superintendent.
22. Work closely with other district personnel to enhance student attendance and services.

TERMS OF EMPLOYMENT: Work schedule to be established. (See Board approved scheduling)
Salary as established by the Board of Education