

South Tippah School District
Assistant Superintendent
Job Description

Qualifications:

1. A Master's Degree
2. AA License in Educational Administration
3. Two years teaching experience and five years experience as an administrator
4. Such alternatives to the above qualifications as the Board might find appropriate and acceptable

Reports To:

Superintendent of Schools

Job Goal:

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

Performance Responsibilities:

1. Assists the Superintendent
2. Represents the school district at meetings designated by the Superintendent
3. Visits and observes school operations and reports to the Superintendent
4. Provides information and technical assistance to Principals and Directors when requested
5. Assists the administration at all levels in evaluation of program and/or personnel when requested. Specifically as it regards to implementation of M-Star across the district and principal evaluations
6. Remains familiar with all new accreditation requirements of the Mississippi Department of Education
7. Advises the Superintendent on all matters related to accreditation. Specifically but not limited to the District Safety Plan and makes sure individual school plans are updated and adequate
8. Insures that accurate and updated documentation is maintained for all accreditation requirements
9. Makes policy recommendations to meet requirements of the accreditation system
10. Coordinates the development and dissemination of the district's strategic plan
11. Provides pertinent information about and coordinates, providing students with dual enrollment and dual credit opportunity, activities such as science fair, reading fair, summer school, extended day programs, pre-school, and extended year programs
12. Assumes all other duties and responsibilities assigned by the Superintendent
13. Insures that all directors and principals complete personnel evaluations on all staff under their supervision, especially as it relates to the implementation of M-Star
14. To assist pupils, parents, and teachers with academic, emotional, and disciplinary problems. Coordinate disciplinary hearings as needed across the district
15. To display a significant leadership role in fostering professional growth and the building of staff morale throughout the district
16. To consult with the Superintendent during inclement weather as to the possibility of closing school

Terms of Employment:

To be employed twelve months per year. Salary and work year to be established by the Board

Evaluation:

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

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____