



Columbia County School District Job Description

Position Title: Assistant Superintendent of Student Support		
Department: Student Support	Evaluation Instrument: Performance will be evaluated annually by the Associate Superintendent in accordance with Policy GBI-Evaluation of Personnel	
Pay Grade: Administrative Salary Scale, Grade C	Pay Type: Salaried - Exempt	Retirement: TRS
Contract Work Year: 243 Days, 8 hours per day		
Reports to: Associate Superintendent		

MINIMUM QUALIFICATIONS
<p>Education: Hold an Education Specialist degree or higher in Administration and Supervision or Educational Leadership. Hold a Georgia L6 certificate or higher in Educational Leadership.</p> <p>Essential Knowledge/Skills: Extensive knowledge of child development and growth, curriculum and instruction, curriculum development design and delivery model, and leadership principles. Extensive knowledge of Georgia law as it relates to public schools and board of education policies, procedures, rules and practices at the local and state levels. Ability to develop and administer a budget, grants, and major projects or programs.</p> <p>Experience: Minimum of five years of experience in administration or curriculum development at the system or local school level. Five years of successful experience in teaching. Previous experience as principal and supervisory experience at the building or central office level required.</p> <p>Job Function: Meets regularly with key personnel throughout the system to ensure that proper information flows through leadership, including establishing goals, objectives and long range plans; Coaches and builds capacity among department leaders in order to ensure the success of the Student Support Services team; Advocates change within schools and across the system as appropriate; Collaborates with peers to develop a consistent approach for cultivating a successful team in an effort to improve all aspects of the Departments of Facilities, Maintenance & Operations, School Health, School Nutrition Services, School Safety, Social Work, and Transportation; Provides leadership, direction, and oversight of all aspects of school discipline and school athletic programs; Provides direction for and oversight of student disciplinary hearings; Provides direction for all aspects of school zoning and waivers to school zones; Ensure that all programs are conducted in compliance with policies and procedures of the Board of Education, the Georgia State Board of Education, as well as all state and federal statutes.</p>
GOAL
<p>This administrative position includes, but is not limited to, several major responsibilities: to provide leadership and supervision in long and short-range planning; to coordinate all aspects of school improvement through research, development, and evaluation; to coordinate all aspects of curricular and instructional activities; to monitor the planning for and implementation of instructional technology; to coordinate a comprehensive professional learning program; and to ensure that all programs are conducted in compliance with policies and procedures of the Board of Education, the Georgia State Board of Education, as well as any other state and federal statutes.</p>
REPRESENTATIVE DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • Maintains effective communication with the Superintendent and staff relative to all matters and program operations. • Serves as the Superintendent’s liaison with designated groups and organizations. • Attends all meetings of the Board and prepares reports as requested by the Superintendent. • Resolves conflicts and/or misunderstandings between homes and schools in collaboration with the responsible principal or department head. • Interprets policies and procedures of the Board to employees and the public. • Provides leadership, direction, and oversight of the day to day operation of and setting of goals for the departments identified in this job description.

- Assists in preparing the Department of Transportation to meet emergency safety preparedness training and needs related to bus safety.
- Coordinates the implementation of bus safety at the school level.
- Assists the Department of Transportation in evaluating route times and survey issues as related to Edulog times.
- Assists student support departments by reviewing budgetary procedures, items, and improvements during the budget process.
- Promotes a nutritious lunch and breakfast program.
- Assists with facilities planning, site identification, construction, and school zone needs.
- Assists with school space needs, including boundary changes.
- Coordinates and maintains records and approval for Policies KHE and GBU.
- Conducts facility inspections for principal evaluations.
- Monitors the preparation, confidentiality, and protection of all student records.
- Directs the enforcement of all public laws regarding the use and content of student cumulative records.
- Enforces attendance zone guidelines, oversees guardianship policies and other attendance regulations, and oversees the investigation of reports of out-of-zone students.
- Reviews requests for school zone variances.
- Oversees athletics and coordinates the High School and Middle School Athletic Programs.
- Monitors extra-curricular sports programs.
- Serves as system coordinator for gender equity in sports.
- Provides leadership in student discipline program.
- Serves as the county liaison for the Columbia County Sheriff's Department and Columbia County Juvenile Services.
- Serves as system-wide contact for discipline reports, in-school suspension, and end-of-year reports.
- Monitors suspensions to protect student due process rights.
- Oversees school safety and security.
- Coordinates the School System Safety Plan for approval by the Columbia County Emergency Management and GEMA.
- Coordinates the issuing of student work permits.
- Shares responsibilities as Student Discipline Hearing Officer when necessary.
- Acts as coordinator for the Teenage-Adult Driver and Responsibility Act for the public school system and private schools.
- Approves for school distribution advertisements, announcements, opportunities, etc.
- Performs any other duties not listed in this job description as may be required by the Superintendent.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: May 2017