

Job Title: Assistant Superintendent

Reports to: Superintendent

Federal Programs

1. Evaluate all federal legislation, projects, and programs for grant, entitlement, and allocation opportunities relevant to the needs of the district.
2. Inform superintendent or other administration of the effects of current and impending legislation.
3. Participate in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budget for federal/special funding of programs.
4. Prepare and submit standard applications for federal funds to Texas Education Agency (TEA).
5. Evaluate all requests for projects and programs requiring federal/special money.
6. Develop and coordinate a continuing evaluation of the federal/special programs and implement changes based on the findings.
7. Serve as liaison between school and other agencies on joint projects that are federally funded.
8. Consult with administrators, counselors, teachers, community agencies, and other relevant individuals regarding federal/special programs.
9. Solicit federal funds and participate in grant-writing activities to obtain funding for federal/special programs and services.
10. Monitor grant-funded programs and their expenditures to ensure compliance with regulations and guidelines.
11. Ensure that programs are cost effective and that federal/special programs are managed wisely.
12. Compile budget and cost estimates based on documented program needs.
13. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including required financial reports to TEA.
14. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Human Resources

15. Administer and oversee orientation programs for new employees.
16. Assist supervisory personnel in conducting due-process procedures.
17. Oversee the necessary processing for issuance and renewal of state certification and permits.
18. Develop and implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.
19. Ensure that the employee handbook and personnel directory are created, updated annually, and distributed.
20. Supervise personnel records management and oversee required state records management program.

21. Assist in recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, transfer, retention, and dismissal.
22. Public Information
23. Serve as the information liaison between the school system and the community.
24. Serve as district spokesperson and coordinate media coverage.
25. Help the superintendent develop and publicize reports related to the performance of the district and articulate district goals and objectives.

Grants

26. Write grant applications, cover correspondence, and other materials according to required format.
27. Prioritize tasks and meet all deadlines for preparation and submission for grant applications and grant-related reports.
28. Obtain information, data, and application forms necessary for fulfill grant requirements.
29. Assist with the evaluation and monitoring of grant-funded programs.

At-Risk

30. Implement procedures to identify and monitor at-risk students at all grade levels districtwide, including review of student data.
31. Provide students in at-risk situations with alternative course work through curriculum modification and acceleration.
32. Coordinate education and community services for pregnant students.
33. Participate in the alternative education placement process.
34. Coordinate the Drug-Free Schools and Community Act.
35. Develop and coordinate a continuing evaluation of the at-risk program and implement changes based on the findings.
36. Work with data processing staff to assure accurate PEIMS reporting for dropouts and to assure an adequate tracking of at-risk students.
37. Assist with the collection, processing, and distribution of at-risk data and interpret this information for guidance, administrative, and instructional purposes.
38. Administer and oversee Optional Extended Year Program, Accelerated Reading Instruction, and Accelerated Math Instruction.

Gifted and Talented

39. Implement procedures and coordinate the process to identify gifted and talented students at all grade levels districtwide, including review of student data and testing of students.
40. Develop and conduct or arrange for staff development sessions, including sessions on delivery of instruction, enriched learning in classroom settings, and methods for identifying gifted and talented students.

41. Develop and coordinate a continuing evaluation of the gifted and talented program and implement changes based on the findings.
42. Provide resources and materials to support staff in accomplishing program goals.
43. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding gifted and talented students.
44. Plan and conduct parent meetings, including parent advisory committee meetings.

Migrant

45. Actively identify and recruit eligible migrant children residing in the school district, including activities such as surveying the area, periodic survey of students, and establishing communications networks.
46. Interview families to determine eligibility for migrant services.
47. Compile pertinent data to prepare required federal, state, and local reports.
48. Maintain physical and computerized files and databases, including federal database of migrate students and other student records.

English as a Second Language

49. Implement procedures and coordinate the process to identify ESL students at all grade levels districtwide, including review of student data and testing of students.
50. Develop and conduct or arrange for staff development sessions, including sessions on various instruction methods, enriched learning in classroom settings, and methods for identifying ESL students.
51. Develop and coordinate a continuing evaluation of the ESL program and implement changes based on the findings.
52. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding ESL students.

Special Education

53. Direct special education programs and services to meet students' needs.
54. Ensure that student progress is evaluated on a systematic basis, and that the findings are used to make special education program more effective.

Curriculum

55. Direct instructional and curriculum services to meet students' needs.
56. Plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
57. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
58. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.

59. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
60. Ensure the use of technology in the teaching-learning process.
61. Plan the necessary time, resources, and materials to support accomplishment of education goals.
62. Ensure that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
63. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district. Serve as the DEIC facilitator.
64. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
65. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
66. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
67. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
68. Ensure that the student handbook is created, updated annually, and distributed.

Testing

69. Serve as District Testing Coordinator.
70. Train and supervise Campus Testing Coordinators.