

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

AREA DIRECTOR OF SUPPORT SERVICES

QUALIFICATIONS:

- (1) Master's Degree with certification in Education Leadership or related field.
- (2) Minimum of ten (10) years successful experience in education with a least five (5) years of administrative / supervisory experience including at least three (3) years at the school level.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Knowledge of local, state and national policies that impact education
- (2) Ability to supervise implementation of sound planning and implementation processes
- (3) Ability to communicate effectively to a variety of audiences orally and in writing
- (4) Knowledge of effective schools concepts and principles
- (5) Knowledge of state-of-the-art research and best practices in areas of responsibility
- (6) Ability to balance several job functions at one time and work under a heavy work-load
- (7) Ability to work cooperatively with other departments and agencies
- (8) Excellent interpersonal skills
- (9) Ability to statistically analyze data

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent in providing leadership to ensure the effective operation of the school district and to facilitate the best possible educational support services throughout the system.

SUPERVISES:

Director of Facilities
Director of Transportation
Director of Exceptional Student Education
Director of Media and Technology
Assessment Coordinator
Other Assigned Staff

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- 1) Supervise the overall operation of support services including Exceptional Student Education, transportation, facilities, school food service, media and technology, assessment, parent and homeless services
- 2) Assist the Superintendent in the preparation of the School Board agenda, including preparation of agenda items
- 3) Oversee the updating of School Board policies
- 4) Oversee collective bargaining activities, including negotiations, contract management, and legal proceedings
- 5) Assume responsibility for all FTE audits, surveys and reports, including instructional applications, and collection and analysis of data
- 6) Review and analyze contracts and agreements with other agencies or institutions
- 7) Handle student discipline including expulsions and hearings
- 8) Handle grievances in accordance with established policies and collective bargaining agreements
- 9) Conduct investigations in matters of possible violations of the Professional Code of Ethics and make recommendations to the Superintendent regarding appropriate action
- 10) Direct and monitor the processing of leave requests in accordance with law, rule, School Board policy, and collective bargaining agreements

Interagency Communication and Delivery

- 11) Coordinate regularly scheduled District Leadership Team staff meetings
- 12) Maintain regular liaison with the Department of Education and other agencies related to collective bargaining and other areas of responsibility
- 13) Assist in the interpretation of programs, philosophy, law, rules, and policy to staff, students, and the community
- 14) Work closely with Area Directors and others as necessary to ensure information exchange, coordination of efforts, and support for the decision-making process in the district

Professional Growth and Improvement

- 15) Maintain thorough and current knowledge and information files of state laws, regulations, proposed legislation, and labor relations cases
- 16) Participate in workshops, conferences, meetings, and professional reading to keep current and well-informed about trends and changes in areas of responsibility
- 17) Coordinate inservice training for management in contract administration and grievance procedures
- 18) Assist others as needed in their professional growth, and development

Systemic Functions

- 19) Assist in the development of administrative guidelines
- 20) Assist in the development of policies
- 21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action
- 22) Prepare or oversee the preparation of all required reports and maintain all appropriate records
- 23) Assist the Superintendent in organizational analysis and development
- 24) Act in the absence of the Superintendent

- 25) Report on the status of district programs and services at the request of the Superintendent
- 26) Perform other duties as assigned

Leadership and Strategic Orientation

- 27) Model high standards of professional conduct
- 28) Assist the Superintendent in the formulation and implementation of strategic and comprehensive planning
- 29) Demonstrate a proactive orientation to identifying potential problems and taking appropriate action
- 30) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment
- 31) Facilitate problem-solving by individuals and groups