

April 16, 2013

La Porte Community School Corporation

Assistant Superintendent Secondary Education

Reports To: Superintendent of Schools

Qualifications: Valid Secondary Administration and Supervision, Building Level Administrator, or Superintendent Certification
Superintendent's License Preferred

Essential Functions include the following. Other duties may be assigned.

1. Provide leadership in the establishment of secondary staff and student human resources procedures which facilitate the development of harmonious and cooperative relationships among secondary school personnel as follows:
 - A. Oversee personnel functions for certified and classified positions.
 - B. At the time of hiring personnel, ensure that all payroll and personnel records are completed, as well as other legal requirements.
 - C. Plan and coordinate an on-going personnel recruitment program.
 - D. Make arrangements for college, university, and individual candidate's interview.
 - E. Complete all staffing data to ensure decisions regarding staffing needs are correct. This includes but is not limited to projections, ADM/ADA counts, Prime Time report, enrollment averages and staffing patterns.
 - F. Develop printed recruitment brochures, necessary letters, and forms to conduct an efficient personnel operation.
 - G. Ensure all personnel records are current and that all certificated staff are currently and properly certificated.
 - H. Ensure all positions have current position descriptions.
 - I. Ensures all personnel information is on a data base to ensure spreadsheets give details of position, contract, salary, work days, annual wages, and benefits.
 - J. Oversee substitute process in ESC and other buildings to include secretaries, assistants, custodians and certified staff.
 - K. Ensure substitutes are properly processed.
 - L. Assist with review of policy updates.
2. Oversees all aspects of secondary level labor relations including, but not limited to, discussion, arbitrations, negotiations, grievances, contract interpretation and insuring the contracts are followed.
3. Serve as Corporation Safety Specialist.
4. Oversee student due process including but not limited to suspensions, expulsions,

and all due process paperwork at the secondary level.

5. Develop and supervise curricular programs, budgetary expenditures, and instructional materials in terms of their benefits to the learning experiences of children at secondary grade levels and within secondary programs.
6. Visit buildings, classrooms, and observe curriculum and instruction strategies.
7. Complete and forward to the Superintendent an annual written performance evaluation on each administrator, coordinator, or director assigned to his/her supervision.
8. Oversee secondary level summer school programs.
9. Recommend to the Superintendent additions, deletions, and modifications in secondary instructional programs and courses of study.
10. Promote and maintain articulation at secondary level.
11. Assist Superintendent with Star Studded Evening and Welcome Back Breakfast events.
12. Oversee book rental, fees, and supply costs for the secondary level.
13. Cooperate with administrators and instructional staff in planning and implementing a continuous program of curriculum development in grades sixth through twelfth.
14. Work cooperatively with the administrators and teaching staff in the selection and coordination of textbooks, equipment, and teaching materials at the secondary level.
15. Arrange meetings or other activities designed to improve the teacher's understanding of the educational process at the secondary level.
16. Assist in public relations and communication by acquainting the school administration, the teachers, the students, and the public with the work and progress of the school in conjunction with the Superintendent.
17. Oversee Drug Free Task Force committee.
18. Direct and coordinate local, state and federal projects being submitted for approval of funds that relate to curriculum and instruction and prepare the required state and federal reports.
19. Serve as a consultant to the administrative and teaching staff in the area of

- curriculum and instruction at the secondary level.
20. Direct the central warehousing of instructional materials and "supplies" at the secondary level.
 21. Provide leadership in the development and evaluation of innovative programs designed to improve instruction at the secondary level.
 22. Provide leadership in the planning and administration of timely and relevant programs of staff in-service education.
 23. Schedule secondary teaching personnel who are assigned to more than one building.
 24. Assist in the development of a system for baseline data collection to assess the worth of instructional change.
 25. In relation to the instructional program, assist in the development of educational specifications, for new buildings and/or renovations of existing buildings when so directed by the Superintendent.
 26. Provide input on all expenditures for curriculum and instruction supplies, equipment, and facilities at the secondary level.
 27. Oversee recommendations for technology in the area of curriculum for the secondary level.
 28. Oversee special education curriculum related items at the secondary level.
 29. Prepare necessary reports/information for Board of School Trustees.
 30. Perform such other duties related to the instructional program as may be assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES: Directly supervise specified employees at the secondary level within the school organization. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees within assigned supervision; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Fifth-year college or university program certificate, Masters Degree, administrative license, and three years of successful administrative experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as state and federal reports, grant applications, and test data. Ability to write routine reports and correspondence. Ability to speak effectively before school board members, groups of parents, general public, and school administrators and teachers.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid state driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of an assistant superintendent. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not exclusive, of those commonly associated with this type of work: Pen, pencil, pointer, slate, public address system tape recorder, blackboard, chalk, charts, diagrams, textbooks, word processing, data base, and spread sheet software, and related computer/technology hardware.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT: Twelve month (260 day) contract. Administrative benefits, salary negotiable and determined by recommendation of the Superintendent and approval of the Board.