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| <b>Position:</b>          | <b>Assistant Superintendent for Support Services</b>   |
| To Whom Responsible:      | Superintendent of Schools  |
| Qualifications:           | Minimum of Education Specialist degree in school administration. Doctorate degree preferred. Missouri superintendent certification.  |
| Experience:               | Minimum two years of classroom teaching, five years preferred. Minimum two years of building level administration or supervisory experience, five years preferred. Central Office experience preferred.<br><br>Such alternative to the above qualifications as the Board of Education may find appropriate and acceptable.               |
| F.L.S.A.                  | Exempt.  |
| Clearances:               | Fingerprints (MACHS) and child abuse and neglect registry (Missouri Children's Division).  |
| Primary Responsibilities: | To supervise all business operations of the school district, including preparation and monitoring of the annual budget. Supervise facilities/construction projects through the Facilities Director, payroll and benefits through the Director of Payroll and Benefits, and food service activities through the Director of Food Service. |

**ESSENTIAL JOB FUNCTIONS**

**EDUCATIONAL LEADERSHIP**

1. Provides direction for the district's business and operations departments.
2. Communicates information to the superintendent and other district personnel.
3. Keeps the superintendent informed about school business and operations.
4. Recommends appropriate financial alternatives to the superintendent for constructive educational change.
5. Demonstrates constructive support of organizational goals, objectives and related decisions.

6. Assists in the mentoring, supervising, and evaluations of building leadership.

### PROGRAM MANAGEMENT

1. Implements policies and procedures relating to fiscal and resource management.
2. Implements policies and procedures relating to data processing management.
3. Ensures compliance with statutes, rules, and regulations.
4. Implements policies and procedures relating to food service management.
5. Implements policies and procedures relating to the fiscal management of transportation.
6. Implements policies and procedures relating to facilities management.
7. Implements policies and procedures relating to bidding, purchasing, warehousing and distribution management.
8. Demonstrates effective problem-solving and decision-making skills.
9. Demonstrates effective organizational skills.
10. Demonstrates effective communication skills
11. Administers records and reports for unemployment, retirement, income tax, social security, tax-sheltered annuity, insurance, or other compensation or benefits.
12. Supervises and administers specialized funds such as local, state and Federal grants as well as the Adult Basic Education Program.
13. Assist in promoting and maintaining a positive district climate.

### PROFESSIONAL RELATIONSHIPS

1. Demonstrates positive, professional relationships with administrators, business office personnel, operations personnel, and other district employees.
2. Demonstrates positive, professional relationships with patrons/community, business sector and local, state, and federal authorities as applicable.
3. Provides counsel and advice to the superintendent in a constructive manner.

### PROFESSIONAL RESPONSIBILITIES

1. Provides the superintendent with recommendations for district policies and procedures.

2. Provides for effective implementation of approved district policies in areas of responsibility.
3. Participates in professional growth activities.
4. Demonstrates a sense of professional responsibility.
5. Conducts self at all times as a representative of the school and assists the superintendent in establishing and maintaining a good relationship with the community.
6. Serves on appropriate committees and boards to represent the interests of the District.
7. Completes duties and responsibilities as assigned by the superintendent.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions to perform other job-related duties as requested, subject to all state and federal laws.

### **WORK ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, including the human body, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

### **TERMS OF EMPLOYMENT**

The Assistant Superintendent for Student Services is employed in accordance with the terms of the applicable contract. Compensation is according to the Administrator Salary Schedule as established annually by the Board of Education. Employee benefits are according to the total FTE of employment for the individual.

### **EVALUATION**

Performance of this position will be evaluated annually according to board policies and the Warrensburg R-VI adopted model of Missouri's Educator Evaluation System (Superintendent).

### **APPLICATION PROCEDURES**

Complete online application process at: <http://warrensburgr6.org>

Warrensburg R-VI Schools  
P.O. Box 638  
Warrensburg, Missouri 64093  
(660) 747-7823

The Warrensburg R-VI District is an equal opportunity employer and does not discriminate or deny services on the basis of age, ancestry, color, disability, handicapping condition, marital status, national origin, parental status, race, religion, participation in constitutionally protected activities, or veteran status. Any questions regarding Title IX, Section 504, the Family Medical Leave Act, or the Americans with Disabilities Act should be directed to the Assistant Superintendent of Student Services of the Warrensburg district at the above address and telephone number. If special needs exist as addressed in the Americans with Disabilities Act, which require this publication in an alternative format, the district may be contacted at the above address. Reasonable accommodations will be provided as required by law.