

<b>Position:</b>	<b>Assistant Superintendent for Student 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.  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 the operation of Human Resources; Health Services through the District Director; Library/Media services, Guidance Services; Social Worker Services. Act as the District Compliance, Title IX and Section 504 officer.  To supervise all student services areas through building administrators and the Director of Special Programs and Director of Curriculum & Assessment.

**ESSENTIAL JOB FUNCTIONS**

**EDUCATIONAL LEADERSHIP**

1. Provides direction for the instructional and human resources programs.
2. Provides for effective recruitment, selection and assignment of district personnel.
3. Provides for implementation of teacher/staff evaluation strategies for all personnel.
4. Effectively implements an evaluation system for supervisory personnel.

5. Provides leadership for positive instructional/educational change.
6. Communicates standards of expected performance.
7. Provides positive direction and leadership to administrative and supervisory staff.

#### PROGRAM MANAGEMENT

1. Provides for effective day-by-day operation of the human resource program.
2. Demonstrates effective communication skills.
3. Assists in promoting and maintaining a positive district climate.
4. Demonstrates effective problem-solving and decision-making skills.
5. Demonstrates effective organizational skills.
6. Maintains positive employee relations.
7. Ensures compliance with statutes, rules and regulations.
8. Implements policies and procedures relating to health services/wellness management.
9. Implements policies and procedures relating to media services management.
10. Implements policies and procedures relating to social work management.
11. Implements policies and procedures relating to District Compliance, Title IX and Section 504.

#### PROFESSIONAL RELATIONSHIPS

1. Demonstrates positive, professional relationships with district personnel.
2. Demonstrates positive relationships with external agencies/organizations, patrons, and community.
3. Provides counsel and advice to the superintendent in a constructive manner.

#### PROFESSIONAL RESPONSIBILITIES

1. Provides recommendations for development of district policies and procedures.
2. Provides for effective implementation of approved district policies and procedures 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. 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 for 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.