

Job Title: Assistant Director

POSITION SUMMARY:

The Assistant Directors of Rhea County are in place to support the Director in fulfilling the job responsibilities required for the office of Director of Schools.

ESSENTIAL FUNCTIONS:

- Work with the Director to coordinate and supervise daily operations
- Maintain scheduling of events and represent the school system when needed
- Assist in developing and implementing plans and goals for the school system
- Assist in budgeting and monitoring expenses
- Attend school board workshops and monthly meetings
- Create reports and submit them to the director/school board
- Assist the School Board in an annual performance evaluation of the Director
- Ensure compliance with State Board rulings and polices
- Complete the LEA Compliance Report and submit to School Board and the TDOE
- Serve as acting director when required, including providing signature authority, establishing office protocol, resolving issues with staff or stakeholders, and overseeing programs and activities.
- Work with staff and college partners to ensure development opportunities support pathways to college and careers.
- Work with college partners in providing placements for student teachers
- Oversee the Middle School and Secondary Curriculum, assisting in the Elementary Curriculum when needed.
- Perform the duties of District Test Coordinator managing state testing (TCAP, EOC, ALT/MSAA Assessments, WIDA, NAEP, ACT)
- Administer the Cambridge ACT practice test for all 8th graders, Freshmen, and Sophomores
- Manage data release and accountability TCAP, EOC, ACT, Graduation and Ready Graduate
- Provide disaggregated assessment results for district and schools.
- Provide training to school personnel assisting with the interpretation of state reports
- Promote the ACT (Boot Camp, 21 days of ACT)
- Provide recognition for students scoring high on the ACT (Banners, +21 club)
- Implement and manage the SAFE Schools SAVE Schools initiative
- Manage Textbook Adoptions
- Attend IEP meetings with disgruntled parents
- Complete and submit various required reports for the TDOE

- Provide documentation and reporting for any Civil Rights complaints
- Monitor semester Fire Drills, Tornado Drills and Intruder Drills with RCPD
- Compile and analyze the data to effectively create a plan (E-Plan) moving forward to address issues
- Create a School Improvement Plan
- Serve as a liaison between Rhea County Schools and TSSAA and NCAA
- Purchase, implement, and review data for various software programs for schools (I-Ready, CASE, IXL, STAR, etc.)
- Attend various meetings with representatives from the various software programs that are being utilized in schools
- Manage employee licensure renewal/advancement
- Manage Teacher Tenure status
- Manage Sick Leave Bank for employees
- Development of School System Annual Calendar
- Maintain staff assignments, input staff achievement & growth measures in TN Compass, approve/deny Professional Development points for staff
- Serve as the TASL Configuration manager
- Assist in Investigation and Discipline of Teachers
- Provide mediation between Teachers and Administration
- Conduct Principal and AP midyear observations
- Conduct teacher evaluations when needed
- Attend professional conferences (LEAD, PIE)
- Attend regular staff meetings and principal meetings
- Assist in design and implementation of 504 plans at schools
- Plans and presents educational information to the educational stakeholders
- Assist implementation of summer programs, PreK, Book Bus, Transportation Issues, Interviews, Building plans
- Complete the necessary applications for state funds including ESSER Funds
- Assist in the budgeting of state funds including ESSER Funds
- Ensure that Collaborative Conferencing guidelines are being followed.
- Monitor and oversee construction projects
- Serve as TVA EMS coordinator
- Update and implement any new School Board Policies
- Assist in maintaining compliance with State Board adopted policies
- Attends meetings, workshops, and seminars for the purpose of ensuring that student needs are met while implementing and maintaining program services and/or programs.
- Serve as an EIS data management coordinator
- Perform additional duties as determined by Director

WORK CONDITIONS:

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Rhea County Schools