

**WINNER SCHOOL DISTRICT 59-2  
OFFICIAL SCHOOL BOARD POLICY**



**Title: Assistant Administrator/Curriculum Director**

**QUALIFICATIONS:**

- a. Appropriate elementary/secondary certification.
- b. Bachelor's degree in elementary/secondary education.
- c. Master's degree in elementary/secondary school administration.

**REPORTS TO:**

Superintendent of Schools

**SUPERVISES:**

Rural/Elementary/Middle/High School Certified/Non-Certified Staff.

**JOB GOAL:**

To use appropriate leadership, supervisory, and administrative/management skills to promote the educational development of each student.

**PERFORMANCE RESPONSIBILITIES:**

1. Lead in the development, determination of appropriateness, and monitoring of the instructional program for the district.
2. Assist in the development, revision, and evaluation of the curriculum.
3. Organize and maintain K-12 North central Accreditation.
4. Keep abreast of developments in curriculum and instruction, and furnish leadership in determining their appropriateness for the district educational program.
5. Guide development, implementation, and evaluation of preservice and staff development programs for professional personnel.
6. Assume a leadership role in developing curriculum for any course newly mandated by the legislature or the school board.
7. Interpret the curriculum and its philosophy to the school board, the administration, the staff, and the general public.
8. Prepare and submit the rural school budgetary requests, and monitor expenditures of funds.
9. Supervises the maintenance and preparation of all required rural level records and reports.
10. Assumes responsibility for the implementation and observance of all Board policies and school regulations by the school's staff and students.
11. Evaluates and counsels all rural staff regarding their individual and group performance.
12. Evaluates and counsels elementary, middle, and high school staff as assigned by the superintendent regarding their individual and group performance.
13. Establishes and maintains an effective learning climate in the school.
14. Keeps the superintendent informed of the school's activities and problems.
15. Schedules classes within established guidelines to meet pupil needs.

FILE NO: 6.20

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Adopted: 5-8-2000

Effective: 5-8-2000

Amended:

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16. Supervises a guidance program that will enhance individual pupil education and development.
17. Supervises the maintenance of accurate records on the attendance of students.
18. Assumes responsibility for the attendance, conduct, and maintenance of health of the student population.
19. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional and state meetings, and through enrollment in advanced courses.
20. Supervises professional and non-professional staff assigned to the school.
21. Prepares the master teaching schedule for the rural schools and areas assigned by the superintendent.
22. Orients newly assigned employees and assists in their development as appropriate.
23. Conducts staff meetings to keep members informed of policy changes, new programs, etc.
24. Assists in the in-service orientation and training of teachers, with special responsibility for her/his building level staff.
25. Recommends, according to state law, the removal of a teacher or non-certified employee whose work is unsatisfactory or when the situation dictates. Works with the superintendent.
26. Makes arrangements for special conferences between parents and teachers.
27. Represents himself/herself at all building level conferences for students on IEP's.
28. Assumes responsibility for the safety and administration of the school plant(s).
29. Supervises the daily use of the school facilities for both academic and non-academic purposes.
30. Plans and supervises fire and tornado drills and maintains an updated emergency/disaster preparedness program.
31. Makes certain that her/his building(s) complies with all accreditation provisions of the Department of Public Instruction (Division of Education) and North Central Accreditation Standards.
32. Asserts leadership in times of civil disobedience in school in accordance with established Board or Education Policy.
33. Provides for adequate inventories of property under her/his jurisdiction and for the security and accountability of the property.
34. Supervises all activities/programs that are outgrowths of the school system's curriculum.
35. Supervises and evaluates the school building(s) extracurricular program. Works with the activities director when appropriate.
36. Cooperates with college/university officials regarding teacher training and preparation.
37. Responds in a timely manner, to written and oral requests for information.
38. Assumes responsibility for all official building level correspondence and news releases. Coordinates this responsibility through the superintendent's office.
39. Organizes and administers the public relations program for her/his school(s).

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- 40. Serves as a member of such committees and attends such meetings as directed by the superintendent.
- 41. Delegates authority to responsible personnel in his/her absence from the building.