



## YAZOO COUNTY SCHOOL DISTRICT JOB DESCRIPTION

<b>TITLE OF POSITION:</b>	Assistant Director of Curriculum, Federal Programs, and Student Services (Instructional Programs)
<b>TITLE OF SUPERVISOR:</b>	Superintendent; Federal Programs Director, and Student Services Director
<b>LENGTH OF CONTRACT:</b>	12 Months (230 Days)
<b>GENERAL RESPONSIBILITIES:</b>	<p><b>Career and Technical Programs Assistant Contact</b> -- To direct and maintain the planning, organizing, communicating, implementing, financing, and evaluating of a comprehensive program of career and technical education for the students of the district; to supervise involved personnel, either directly or indirectly; and to recommend and/or serve as a resource person for staffing;</p> <p><b>District Test Coordinator</b> — To provide leadership in the implementation of all district and state testing and screening programs;</p> <p><b>Student Intervention Services (MTSS) Coordinator</b> -- To implement and evaluate programs and services which address the academic and behavioral interventions of students to include but not limited to students who exhibit dyslexic characteristics as well as English Language learners; students who attend the alternative school setting for the YCSD; students who attend the JDSC; and students who, for whatever reason, are subject to disciplinary hearing and proceedings; and</p>
<b>SALARY:</b>	Salary is reflective of the Yazoo County School District salary schedule.

### QUALIFICATIONS:

1. Leadership experience in an A or B school district for multiple years;
2. Completion of an approved master's, specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning;
3. A valid Mississippi Teacher License with School Administrator endorsement;
4. Knowledge of curriculum and effective teaching practices for all levels – preschool through high school;
5. Knowledge of career and technical pathways, coursework, and the monitoring process (PULSE);
6. Knowledge of grant writing process and procedures;
7. Knowledge of best practice evaluation and assessment practices; and
8. Knowledge of the referral-to-placement process within the scope of IDEA and 504;
9. Ability to communicate effectively with staff, parents, school sites, community, members and government agencies.

**DESCRIPTION OF GENERAL DUTIES:**

1. Assists the Director of Federal Programs and the Director of Student Services and Curriculum in general administrative operations not to include clerical type tasks of nature;
2. Reports on the status of programs, such as curriculum, pertinent to the area of responsibilities and services at the request of the superintendent, assistant superintendent, Director of Federal Programs, and/or Director of Student Services;
3. Prepares drafts of needed board policies and administrative rules, within the scope of responsibilities, for the superintendent's review;
4. Assists in preparing state reports and claims as needed for local, state, federal, and educational agencies as required for any and/or all intervention programming, as well as, other instructional programs;
5. Assists and supports the administration of the Title I, I-A, I-D, Title II, Title III, Title IV, and Title V programs;

6. Helps and supports the annual evaluation of the CFPA and its compliance with state and federal regulations;
7. Receives and evaluates requisitions from personnel for the purchase of supplies and equipment with Title I and special education funds as needed;
8. Assists and supports in the development of annual in-service training programs for CFPA, Title I, special education, and district staff as needed;
9. Assists and supports in the creation and dissemination of information concerning Title I and special education programs to appropriate state and federal and state agencies and parents of students participating in the program;
10. Coordinate all of the actions in verifying residency of students of the YCSD;
11. Assume responsibility of all decision-making regarding the integrity and acceptance of affidavits;
12. Follow-up on any open/unfinished issues/concerns/scenarios regarding specific affidavits in question;
13. Make home visits, asking for specific evidence to determine residency of student in question, and then make a final determination regarding the status of the student in question.
14. Assume any other duties and responsibilities necessary to facilitate all instructional programs' success;
15. Adheres to the Mississippi Educator's Code of Ethics; and
16. Perform any other duties as assigned by the Superintendent of Education.

**(1) Career and Technical Programs Assistant Contact:**

1. Supervises the career and technical education budget;
2. Implements and monitors a fixed asset inventory system for the Career and Technical Education Program;
3. Collects and analyzes appropriate data for the career and technical education program;
4. Interprets and applies state and/or federal guidelines and requirements;
5. Cooperates with district, county, regional, and state agencies in planning, developing, and operating career and technical programs;
6. Prepares annual and long-range plans for Career and Technical Education;
7. Prepares local, state, and federal reports for Career and Technical Education;
8. Recommends to the administration courses of study and career pathways;
9. Recommends the selection of instructional equipment;
10. Writes proposals for funding new programs and improvements to existing programs;
11. Provides leadership and technical direction for developing the district's five-year educational plan and the annual professional development plan;
12. Ensures that the Career and Technical Program fulfills the district mission statement;
13. Coordinates district Career and Technical Program curriculum efforts;
14. Assists and supports principals in supervising career and technical education personnel assigned to individual schools;

15. Consults with Mississippi Department of Education personnel relative to program operations, funding, and accreditation;
16. Develops, promotes, and maintains good relationships between career and technical education and general education faculty;
17. Adjusts career and technical education programs and student services based on data derived from needs assessments and evaluations; and
18. Coordinates state evaluations of local career and technical programs including the monitoring process and PULSE uploads.

**(2) District Test and Screening Coordinator:**

1. Serves as the District Test Coordinator;
2. Develops and implements the state and local testing plans in coordination with school administrators and other district staff;
3. Assists with administrative assessments (informal) by conducting surveys, informal reviews, and reporting findings to superintendent and assistant superintendent;
4. Coordinates and implements district benchmark testing and diagnostic screeners throughout the school year;
5. Coordinates with the principals for the systematic administration of universal screeners, diagnostic screeners, benchmark testing, and state testing implementation;
6. Reviews results and consults with principals on effective modification of instructional implementation in order to improve student achievement;
7. Implements the local requirements of the state testing program and disseminates to all necessary personnel information regarding the state testing program and also provides necessary training for assessments to each schools testing coordinator and other appropriate personnel;
8. Attends meetings, conferences and workshops to keep abreast of regulations and program developments; and
9. Ensures timely submission of projects, reports, etc. (i.e. interpretation of data);

**(3) Student Intervention Services Coordinator (to include services provided to the following: (A) MTSS academic and behavior; (B) Dyslexia; and (C) English Language Learners):**

1. Reviews and supervises, and monitors the MTSS process;
2. Serves as resource for prevention and intervention programs;
3. Consults/confers with school staff for the purpose of assisting at-risk students in achieving their educational and behavior needs and goals;
4. Designing the intervention program so that it is consistent with the educational philosophy of the district;
5. Assists and supports teachers in selecting, developing and preparing appropriate intervention curriculum materials
6. Reviews and assesses curriculum resources and support items (textbooks; software, etc.);
7. Assists and support teachers in the collection of assessment data in preparation for review by the MTSS teams;

8. Assists in organizing, coordinating, implementing, and maintaining the instructional program so that it is consistent with the total educational philosophy of the district;
9. Reviews student data to make informed decisions on measuring student achievement and driving student instruction;
10. Monitors and maintains all Section 504 plans;
11. Monitors and maintains all student health plans;
12. Holds/conducts necessary meetings;
13. Facilitates and coordinates all discipline hearings of students ensuring due process requirements are met;
14. Attends school and district meetings and in-service programs to stay abreast of program development at the state level; and
15. Assists, supports, and provides in-service training/coaching and assisting classroom teachers in the application of curriculum and instructional interventions, assessment strategies, instructional technology, and utilization of test data as needed;

FINAL 5/01/23