

**STARKVILLE OKTIBBEHA CONSOLIDATED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** \_\_\_\_\_ Assistant Superintendent for Federal Programs and Student Support Services \_\_\_\_\_

**REPORTS TO:** \_\_\_\_\_ Superintendent \_\_\_\_\_

**LENGTH OF CONTRACT OR WORK YEAR:** \_\_\_\_\_ 12 months (240 days) \_\_\_\_\_

**SPECIFIC JOB RESPONSIBILITIES:**

1. Assists the superintendent in general administrative operations.
2. Attends board meetings and prepares such reports for the board as the superintendent may request.
3. Reports on the status of programs pertinent to area of responsibilities and services at the request of the superintendent.
4. Interprets the programs, philosophy, and policies of the district to staff, students and the community at large.
5. Prepares drafts of needed board policies and administrative rules within the scope of responsibilities for the superintendent's review.
6. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
7. Serves on such lay or staff committees as the superintendent or board may direct.
8. Assists in the preparation of the annual budget.
9. Supervises the Special Education and Gifted Programs.
10. Prepares state reports and claims as required.
11. Supervises the Federal Programs, Nursing, Preschool, Family Centered Programs, and Student Support Services programs of the district.
12. Coordinates, directs, and provides leadership and stakeholder involvement for determining program needs, program development and evaluation, and program redesign for alternative programs, including major student discipline matters and hearings
13. Administers the Title I, Title II and Title VI Programs.
14. Works with teachers and administrators in developing, evaluating, preparing and submitting to the board an annual district-wide Consolidated Federal Programs Application (CFPA), Title I project in compliance with state and federal regulations
15. Keeps abreast of current laws governing CFPA, Title I projects and expenditure of Title I funds by attending appropriate meetings and studying current literature.
16. Receives and evaluations requisitions from personnel for purchase of supplies and equipment with Title I funds.
17. Recommends expenditures of CFPA, Title I funds in compliance with federal guidelines, accounts for all CFPA, Title I funds and inventories, and accounts for all CFPA, Title I equipment.
18. Develops and implements annual in-service training programs for CFPA, Title I staff.
19. Disseminates information concerning Title I programs to appropriate state and federal agencies and parents of students participating in the program.
20. Works closely with district administration to provide cohesive leadership in all areas
21. Reports regularly and punctually to assigned work location and notifies supervisor or designee of impending absence in a timely manner.
22. Performs other duties as assigned by the superintendent.

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**MINIMUM QUALIFICATIONS:**

1. Valid Mississippi Administrator license.
2. Extensive teaching, administrative, or supervisory experience.
3. Experience in management of federal programs.

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**DESIRABLE QUALIFICATIONS:**

1. Doctorate in Education Administration.
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**Approved by Board of Trustees:** \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_