JOB TITLE:	SUPERVISOR STUDENT ASSIGNMENT
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II/IV GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8506
BARGAINING UNIT:	CLAS/CERX

REVISED: 07/17/2019

Submitted: 07/16/2019

SCOPE OF RESPONSIBILITIES

Provides technical assistance to District and school staff in the areas of student assignment and development, monitoring and implementation of assigned program or activity; provides in-service as assigned; surveys system-wide needs in area of assignment and determines effectiveness of assigned program or activity; supervises and directs the work of committees and other groups as assigned.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for and assists designated supervisor in short-range and long-range planning as assigned
- Works cooperatively with the designated coordinator, program directors and specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising program or activity as assigned
- Researches past and current practices in all areas assigned and integrates research in all areas of responsibility
- Supervises and directs the work of committees and task forces as assigned
- Works cooperatively with the designated coordinator and staff development personnel to provide in-service training in area of assignment
- Works closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities
- Provides technical assistance to District and school staff in the areas of assignment
- Assures compliance with local, state and federal regulations and procedures related to area of assignment
- Assures compliance with Board Goals and administrative objectives related to area of assignment
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, reaching with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Three (3) years of successful experience in area of assignment
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Certification/licensure in area of assignment where applicable
- Experience in a diverse workplace