

## YKSD JOB DESCRIPTION



<b>JOB TITLE:</b> Director of School Operations	
<b>SUPERVISOR:</b> Superintendent	<b>CLASSIFICATION:</b> CERTIFIED (YKAA)
<b>DAYS/MONTHS:</b> 260 DAYS	

### **GENERAL RESPONSIBILITIES**

Oversees operations of all 10 river schools and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards. Oversees all student assessment activities.

### **DUTIES & EXPECTATIONS**

1. Supervise, support and evaluate all school principals and school site activities and processes.
2. Assist with creating, implementing and sustaining meaningful staff development.
3. Research a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs.
4. Monitor professional development services (e.g. consultant's course outcomes, training staff, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.
5. Assist in the development of administrative guidelines for programs serving at risk students.
6. Oversee the administration of all federal, state and local mandated assessments; review and interpret test results to teachers, administrators, and community including Limited English Proficiency, Kindergarten Profile, and other required state and district mandated testing.
7. Support the district and schools in identifying and using assessment tools for school improvement.
8. Provide professional development in data analysis, student performance, and progress monitoring.
9. Provide information concerning achievement of system-wide goals including student performance and program accomplishments. Ensure all principals are actively evaluating staff.
10. Provide evaluation and technical review of assessment data to determine maximum impact on student achievement.
11. Ensure all principals are performing walk-throughs.
12. Ensure all principals are monitoring to making sure lesson plans are completed at their schools
13. Evaluate classified and certified staff under direct supervision.
14. Other duties as assigned.

### **EQUIPMENT USED**

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

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### **INDEPENDENT DECISIONS**

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

### **PRIMARY WORKING CONTACTS**

Administrators, teachers, counselors, students, and parents.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives oral and/or written instructions from Superintendent. Responsible for the safety and supervision of students.

### **UNUSUAL WORKING CONDITIONS**

Some evening and weekend work will be required. Travel in small aircraft required.

### **EVALUATION**

Annual written evaluation.

### **PHYSICAL AND MENTAL DEMANDS**

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.

### **QUALIFICATIONS**

**Education:** Masters degree required and Alaska Type B preferred

#### **Experience:**

Three years supervisory experience and three years teaching experience required

#### **Knowledge, Skills and Abilities:**

Working knowledge of:

- State and Federal regulations
- Analysis of Assessment Data
- Superior Written and Oral Communication Skills
- Budgetary procedures
- Reporting procedures