

ADMINISTRATION

Assistant Superintendent - Curriculum and Instruction

The Assistant Superintendent - Curriculum and Instruction is responsible directly to the Superintendent of Schools.

- A. The Assistant Superintendent - Curriculum and Instruction shall have the delegated authority to determine the normal and routine administration of work within these designated areas of responsibility:
 1. Instruction
 - a. Manage the established plan for implementation of curriculum change.
 - b. Supervise all requests for text and curriculum adoption materials and be responsible for anticipating annual expenditures for instruction.
 - c. Exercise line authority over curriculum personnel as established in the line-staff chart.
 - d. Supervise the program of evaluation for the educational program.
 - e. Keep abreast of innovations in equipment, technology and materials and their application to improvement in instruction.
 - f. Supervise participation in out-of-district professional meetings for certificated employees.
 - g. Periodically visit classroom instruction and building certificated staff meetings.
 - h. Develop programs of inservice training for certificated staff.
- B. Maintain a continuous communication with the Superintendent and assistants.
- C. The Assistant Superintendent-Curriculum and Instruction shall be a team member in the negotiation process, especially with regard to instructional and pupil services matters.
- D. For items not specifically covered by the job description and in matters requiring interpretation, the Assistant Superintendent-Curriculum and Instruction shall confer with the Superintendent for a final decision.

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E. Perform other task as directed by the superintendent.

Assistant Superintendent-Support Services

The Assistant Superintendent-Support Services is responsible directly to the Superintendent of Schools. Authority is granted to determine the normal and routine administration of work in the following designated areas:

A. Those matters that pertain to the business function of the school district, generally - -

1. School financial records, including student body accounting
2. Records of property, buildings, equipment and insurance - including inventories
3. Annual reports - financial and statistical data
4. Control of expenditures to assure that they are within budget allocations
5. Requisitioning and purchasing of all school supplies and materials
6. Payroll
7. Use of facility applications
8. Coordination of budget preparation
9. Risk management
10. Communication systems

B. Operation - -

1. Exercise line authority over areas of information services, maintenance, transportation and food services
2. Plan and determine needs in operation areas
3. Evaluate and administer programs to care for the physical well-being of buildings, facilities and equipment in operation areas

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- C. For items not specifically covered by the job description and in matters requiring interpretation, the Assistant Superintendent-Support Services shall confer with the Superintendent for a final decision.
- D. Perform other tasks as directed by the superintendent.

Director of Personnel

The Director of Personnel is responsible directly to the Superintendent of Schools.

A. General Duties and Responsibilities:

1. Administer a program of personnel services which will secure and maintain the best qualified personnel available. Coordinate personnel services and render assistance to the various administrative and supervisory offices. Serve all personnel in a manner which will enable them to work with and for students at an optimum level.
2. Manage and guide the offices of classified and certificated personnel services.
3. Develop and administer the affirmative action employment plan for the school district and ensure compliance with established rules and regulations pertaining thereto.

B. Specific Duties and Responsibilities:

1. Maintain a program for the recruitment of the best qualified staff.
2. Prepare and distribute bulletins on job vacancies as negotiated with the bargaining unit for certificated and classified personnel.
3. Establish procedures for selection, orientation, assignment, transfer, supervision and discharge of all personnel.
4. Prepare, issue and process certificated personnel contracts and classified personnel action forms as required by law.
5. Maintain individual personnel file and/or employment records for all certificated and classified employees.
6. Evaluate training, credits and experience for placement of certificated

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- personnel on salary schedules.
7. Register certificates with the Educational School District and ensure proper validation of contracts with the certificates.
 8. Process leaves, retirements, resignations and terminations of all personnel.
 9. Review staff discipline recommendations and recommend disciplinary action.
 10. Supervise recruitment, orientation, employment and assignments of substitute teachers.
 11. Update all data processing information relative to certificated and classified personnel.
 12. Work with the business office and department of instruction in preparing the personnel budget.
 13. Salary warrants are based upon employment information provided by the personnel office.
 14. Work cooperatively with the business office in preparation of records and reports essential for State reimbursement.
 15. Cooperate with department of instruction in staffing projections and the assignment of teachers.
 16. Administer certificated and classified master agreements.
 17. Serve as resource person and/or consultant as required for negotiations; serve as negotiator with certificated and classified employees' bargaining groups when necessary. Assist in adjustment of grievances.
 18. Coordinate student teacher programs.
 19. Coordinate the district's administrative internship program.
- C. For items not specifically covered by the job description and in matters requiring interpretation, the Personnel Director shall confer with the Superintendent for a final decision.

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D. Perform other tasks as directed by the superintendent.

Superintendent's Administrative Assistant

The Administrative Assistant-Vocational Education is responsible directly to the Superintendent of Schools.

A. The Administrative Assistant-Vocational Education shall administer and provide leadership for vocational education in the Tri-City Area Occupational Education Cooperative as described in the joint operation agreement by participating school districts.

B. Specific services performed by the Administrative Assistant include but are not limited to:

1. Planning and providing assistance in securing state and other agency approval of area and local vocational programs.
2. Initiating and evaluating area and local programs.
3. Assisting in budgeting for area and local programs.
4. Developing special area and local vocational projects.
5. Administering state and local vocational reporting functions and maintaining liaison with the Superintendent of Public Instruction.
6. Assisting staff on vocational certification matters.
7. Assisting with vocational staff selection.
8. Overseeing area and local vocational advisory committees.
9. Promoting communication with industry and governmental agencies.
10. Promoting career education.
11. Exercise line authority over the TAVSC principal, Kennewick Community Schools program coordinator and vocational coordinators as established in the line-staff chart, Policy No. 6001.
12. Assist superintendent with the development of a strategic plan to implement

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the Kennewick School District's vision.

13. Serve as the administrative liaison to the Citizens' Levy and Bond Committee.
 14. Develop community resources to better accommodate relevant academic standards for Kennewick School District's staff and students.
 15. Lead, coordinate, plan and evaluate the district's vision and strategic planning process.
 16. Any other items as assigned by the Superintendent.
- C. The Superintendent's Administrative Assistant shall be responsible to the Superintendent of Schools in the administering district of the occupational cooperative (Kennewick) for day to day operation. Vocational Coop-Policy direction will be given by the Area Cooperative Superintendents' Advisory Committee.