

ASSISTANT SUPERINTENDENT

AD02

QUALIFICATIONS:

The Assistant Superintendent shall have obtained a Master's Degree from an accredited institution which prepares him/her for the administrative duties.

He/she shall have had a minimum of 5 years successful experience as a teacher, administrator, or acceptable experience working in business and industry.

He/she shall qualify for the Colorado School Administrative License with an appropriate endorsement.

TERM OF EMPLOYMENT: Annually as approved by the Board of Education.

REPORTS TO: SUPERINTENDENT OF SCHOOLS

DUTIES AND RESPONSIBILITIES:

- Implement and supervise the process of all fund accounting and payroll accounting.
- Assist the Superintendent in the development of the budget.
- File all reports required by the Board of Education, Colorado Department of Education and applicable statutes in a timely manner.
- Implement and maintain a property inventory and fixed asset accounting system.
- Conduct purchasing and bidding procedures as specified in board policy.
- Coordinate the district's total insurance program and make recommendations to the Superintendent when revisions are required.
- Coordinate the use of district facilities by community and private entities.
- Serve as the district contact person and coordinate all required reports for Chapter 1 and 2, Vocational Education and Accountability/CDE accreditation.
- Serve as Records Office Manager.
- Coordinate curriculum development/revision throughout the district.
- Assume the responsibilities of the Superintendent of Schools in his absence.
- Attend regular and special meetings of the Board of Education to assist the

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Superintendent and attend work sessions as needed.

- Assume such other duties as assigned by the Superintendent of Schools.

SALARY: As determined by contract as approved by the Board of Education.

RESPONSIBLE TO: Superintendent of Schools

EVALUATION: As specified in Policy GCOC and appropriate rules and procedures.

Revised: January, 1988
July, 1991
December 2007