



**TITLE OF POSITION:** Associate Superintendent of the Alternative Program (Success Center), Juvenile Detention Center, SPED, Section 504, and Student Services

**TITLE OF SUPERVISOR:** Assistant Superintendent

**SUPERVISES:** JDC Faculty and Staff; Behavior Specialist

**GENERAL RESPONSIBLES:**

**District Test Coordinator** (Secondary – only in the absence of the primary District Test Coordinator) — To provide leadership in the implementation of district and state testing programs;

**Student Intervention Services Coordinator** -- To implement and evaluate programs and services which address the academic and behavioral interventions of students to include but not limited to students who exhibit dyslexic characteristics as well as English Language learners; students who attend the alternative school setting for the YCS; students who attend the JDSC; and students who, for whatever reason, are subject to disciplinary hearing and proceedings; and

**Community Relations Coordinator** – To implement a comprehensive communication plan promoting the Yazoo County School District

**SALARY:** Salary is reflective of the Yazoo County School District Administrative Salary Schedule.

**QUALIFICATIONS:**

1. Administrative/supervisory experience;
2. Completion of an approved master's, specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning;
3. A valid Mississippi Teacher License with School Administrator endorsement;
4. Knowledge of curriculum and effective teaching practices for all levels – preschool through high school;
5. Knowledge of grant writing process and procedures;
6. Knowledge of best practice evaluation and assessment practices;
7. Knowledge of the referral-to-placement process;
8. Must possess extensive knowledge of the Student Code of Conduct and have excellent working knowledge of the hearing process, laws,

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- regulations, policies, and precedent decisions concerning student discipline;
- 9. Knowledge of community resources;
- 10. Ability to communicate effectively with staff, parents, school sites, community members and government agencies; and
- 11. Coordinate a variety of activities at different sites.

**DESCRIPTION OF DUTIES:**

**(1) District Test Coordinator:**

- 1. Serves as the District Test Coordinator;
- 2. Develops and implements the state and local testing plans in coordination with school administrators and other district staff;
- 3. Assist with administrative assessments (informal) by conducting surveys, informal reviews, and reporting findings to superintendent;
- 4. Coordinates with the principals for systematic state testing implementation;
- 5. Reviews results and consults with principals on effective modification of instructional implementation in order to improve student achievement;
- 6. Implements the local requirements of the state testing program and disseminates to all necessary personnel information regarding the state testing program and also provides necessary training for assessments to each schools testing coordinator and other appropriate personnel;
- 7. Attends meetings, conferences, and workshops to keep abreast of regulations and program developments;
- 8. Ensures timely submission of projects, reports, etc. (i.e. interpretation of data);

**(2) Student Intervention Services Coordinator (to include services provided to the following: (A) Alternative School; (B) JDSC; and (C) English Language Learners):**

- 1. **Services to Students/Teachers:**
  - (a) Serves as resource for prevention and intervention programs;
  - (b) Serves to supervise JDC in the case manager’s absence;
  - (c) Supervises the in-take process of an incoming student to JDC;
  - (b) Develops and provides direct student services for students in coordination with school-based staff; and
  - (c) Consults/confers with school staff for the purpose of assisting at-risk students in achieving their educational and behavior needs and goals;
- 2. **Planning:**
  - (a) Designing the intervention program so that it is consistent with the educational philosophy of the district;
  - (b) Organizing, coordinating, implementing, and maintaining the instructional program so that it is consistent with the total educational philosophy of the district;
  - (c) Modeling and coaching instructional/learning/classroom assessment strategies in the classroom;
  - (d) Assisting teachers to infuse a variety of technologies into the instructional program; (e) Holding/conducting necessary meetings; and
  - (f) Assisting teachers to select, develop, and prepare appropriate intervention curriculum materials
- 3. **Programming:**
  - (a) Assisting teacher in the collection of assessment data in preparation for review by the MTSS;
  - (b) Establishing and continuing to monitor the intervention program;
  - (c) Providing training/coaching to others as needed;

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(d) Monitoring the progress of those trained;

**4. Professional Development:**

(a) Providing in-service training and follow-up to assist classroom teachers in the application of curriculum and instructional interventions, assessment strategies, instructional technology, and utilization of test data;

**5. Reporting:**

- (a) Completing appropriate reports for local, state, federal, and educational agencies as required for any and/or all intervention programming;
- (b) Assuming other duties and responsibilities necessary to facilitate program success;
- (c) Attends school and district meetings and in-service programs to stay abreast of program development at the state level; and
- (c) Participates in the evaluation process as it relates to prevention and intervention programs and activities

**(3) Disciplinary Hearing Process Officer:**

- 1. Manages the disciplinary review process providing consultation and training in the disciplinary process/issues and performs required record keeping;
- 2. Conduct a hearing in an unbiased manner, keeping an open mind until the sides have rested, and proofs are closed, with the further ability to maintain a judicial temperament at all times;
- 3. Comply with the standards of neutrality, confidentiality, and conduct as required by IDEA, the Family Education Rights and Privacy Act (FERPA), Mississippi Department of Education, and the Yazoo County School District Code of Student Conduct; and
- 4. Maintain individual case files along with detailed records of activity on each case.

**(4) Special Education Services:**

- 1. Collaborates with District school principals and school special education teachers for the purpose of implementing and maintaining services and/or programs. Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency;
- 2. Directs personnel, for the purpose of delivering services which conform to established guidelines;
- 3. Develops proposals, new programs, budgets, and grants for the purpose of meeting District goals;
- 4. Evaluates District and school Special Education programs and monitors the implementation of special education and compliance with regulations in each location, for the purpose of carrying out and achieving objectives within area of responsibility;
- 5. Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district which achieve desired objectives;
- 6. Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives;
- 7. Manages fiscal resources from the General Fund and special education grants, prepares budgets and directs spending, and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services;
- 8. Prepares documentation and reports data to the Mississippi Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations;
- 9. Communicates information on programs, services, and regulations to school personnel, parents, the Board, and other offices for the purpose of understanding of the programs;

10. Recruits, hires, supervises, and evaluates District-level special education staff including speech pathologists and assistants, school psychologists, occupational therapists, physical therapists, and providers of Early Intervention and Early Childhood Special Education, for the purpose of carrying out objectives within areas of responsibility;
11. Serves as the District Representative for IEP meetings when resources beyond school budgets may be considered for the purpose of efficiently managing fiscal resources while meeting special education regulations;
12. Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services;
13. Supervises the training of special education instructional assistants for the purpose of assuring well-trained personnel;
14. Writes district Board Policy for special education as is needed or required, for the purpose of assuring program consistency and compliance with state and federal rules in all locations;
15. Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program;
16. Serves as the districts 504 coordinator and works with counselors to develop and maintain district documentation for 504 Plans; and
17. Advises Superintendent/Assistant Superintendent regarding special education and other matters.

**(5) Community Relations Coordinator:**

1. Develop and maintain communication networks involving local, state, and federal entities;
2. Prepare publications to promote the YCSD in a positive manner to distribute to businesses, mentors, and partnerships;
3. Provide the Yazoo County School District Board of Trustees, through the Superintendent, with current information on special recognition of exemplary employees, students, or partner performance;
4. Collaborate with other departments and schools concerning community resources and public relations;
5. Develop and recommend a comprehensive communication plan
6. Coordinate the planning and operations of community outreach, such as business partnerships, mentors, and volunteers; and
7. Ensure the support of all schools and divisions in the development of effective communication plans with the community and parents; and
8. Perform any other duties as assigned by the Superintendent of Education.

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