

2017-2018 Assistant Superintendent: K12 Program Director - Key Responsibilities

POSITION:	Assistant Superintendent of Schools: K12 program Director	Chief Security Officer	10 Building Principals	3 Building Principals	3 Building Principals	District Athletic Director
NAME:	Dr. Rob Reed	Tim Hubbard	Elementary School	High School	Middle School	Earl Burnham
REPORTS TO:	Board/Superintendent	Assistant Superintendent	Assistant Superintendent	Assistant Superintendent	Assistant Superintendent	Assistant Superintendent/High School Principals
	<p>K-12 program coordination including athletics</p> <p>Principals meetings</p> <p>Professional Staff Scheduling & Hiring (elementary& Secondary)</p> <p>Student Discipline K-12 (District-wide)</p> <p>Comprehensive Planning</p> <p>School Closings and Delays (Back-up)</p> <p>Collaboration with Post-Secondary Institutions / Student Teachers</p> <p>Diversity Committee</p> <p>Coordinate and Create Secondary Course handbooks – ID and Selection Sheets</p> <p>Principals and Educational Directors Conference approvals</p> <p>School safety initiatives and PDE Reporting, CSO, Emergency Response Coordination and Training</p> <p>K12 Program Dispute Resolution and Student Discipline coordination</p> <p>Student School Board Rep</p>	<p>Review of video security needs</p> <p>Provide advice to all building principals about surveillance camera locations inside and outside the school.</p> <p>Assist principals and coordinate with DASD Facilities Department to replace and repair all camera and video needs during the school year.</p> <p>Provide assistance to all building principals on command center location and command operation including video and voice communication to prepare for emergencies.</p> <p>Assist principals with investigations involving video footage.</p> <p>Advisor/Consultant to DASD Leadership</p> <p>Advise and consult with DASD leadership on security and safety matters to include the Superintendent, The Director of K-12 Educational Programs, The Chief Financial Officer, Secondary and Elementary School Principals, Maintenance and Transportation Supervisors.</p>	<p>Ensure professional staff performance through observation and evaluation.</p> <p>Seek and maintain parent and community support.</p> <p>Serve as chairperson of Instructional Support Teams, IEP Teams, GIEP Teams, and Chapter 4 Team, including meeting with all constituents.</p> <p>Serve as the LEA for special education programs and gifted education programs; oversee every meeting that takes place.</p> <p>Develop and implement a building budget, providing for the purchase and distribution of necessary supplies, materials, textbooks, and equipment for instruction.</p> <p>Ensure pupil performance through curriculum implementation and program/pupil assessment.</p> <p>Enumerate to staff and pupils, pupil performance expectations by state and local standards.</p> <p>Ensure appropriate student behaviors through appropriate procedures, rules, and consequences.</p> <p>Provide and/or evaluate pupil</p>	<p>Supervises and provides administrative leadership to the professional staff through planning, cooperative setting of short and long term objectives, program development, orientation, in-service training, and follow-up.</p> <p>Provides educational leadership for the building, including the development and supervision of the educational program within the school and utilization of assessment results to improve student achievement.</p> <p>Makes recommendations for staffing-including selection, teacher assignments, training, promotions, termination and supplementary/extra-curricular positions.</p> <p>Develops, recommends and implements the school budget in a fiscally responsible manner including all building revenue and expenditures.</p> <p>Conducts staff observations and evaluations per state requirements and District policy. Provides guidance and feedback on performance improvement.</p> <p>Responsible for the oversight of student requirements such as promotion, retention, graduation, attendance,</p>	<p>Assume responsibility for the implementation of students IEP's and sit in on all support meetings that may require attention.</p> <p>Initiate and respond to parent communications via e-mails, phone calls, and requests for meetings.</p> <p>Develop and maintain a fiscally responsive budget.</p> <p>Provide leadership in building a school culture that deals with, and responds to, change.</p> <p>Attend district meetings and task forces.</p> <p>Observe, evaluate, and supervise personnel.</p> <p>Facilitate school-community relations, developing and distributing newsletters to keep parents informed of school activities and concerns.</p> <p>Coordinate special support services such as testing, transportation, and transition programs.</p> <p>Oversee summer work schedule, recruiting/assigning new staff and maintaining buildings.</p> <p>Oversee physical plant</p>	<p>Provides students with the opportunity to compete in athletic contests.</p> <p>Must have a working knowledge of the Policies and Regulations of the P.I.A.A., as well as the Downingtown Area School District and the Chesmont League.</p> <p>Oversees the collection of monies at athletic events, contests, etc. and responsible for depositing these monies from athletic events including District Playoff events.</p> <p>Formulates and maintains a budget for the athletic program, grades 9 through 12.</p> <p>Works collaboratively with outside organizations and booster clubs to supports the success of the athletic program.</p> <p>Oversees the preparation of school facilities, buildings, and athletic fields for events and contests for 2 major AAAA high schools.</p> <p>Arranges and supervises physical examinations for all interscholastic athletes and through the athletic trainer; Maintains parent/physician approval forms for all athletes.</p> <p>Secures proper confirmation</p>

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Selection District Calendar Creation and Finalization	<p>Meet on a routine basis with school principals and employees designated by the Superintendent to discuss security/safety concerns for that particular venue.</p> <p>Conduct the following drills with each building principal and coordinate with the principal follow-up debriefing activities with the faculty and students: 3 intruder drills, 2 weather emergency drills, 2 building evacuation/fire drills, 2 lock down drills, and reunification protocols must be rehearsed.</p> <p>9 Drills times 16 schools equates to 144 drills that the CSO will personally oversee during the course of the school year. These drills could be coordinated in both the AM and PM time frames equals to 72 days of work.</p> <p>Be personally available to DASD leadership 24/7 via telephone/email to respond to security/safety questions or issues.</p> <p>d. At the request of the DASD Superintendent, provide security and safety presentations to the DASD School Board, leadership, teachers, staff and employees.</p> <p>Collaboration with local Chiefs of Police/State Police, the Chester County Fire Marshall</p>	<p>services, including transportation, health, food, guidance, library, IST, ESL, custodial, and office services at the building level. Participate in the selection of new staff.</p> <p>Plan, implement, and support building level staff development.</p> <p>Provide leadership in ensuring a clean, safe working environment conducive to learning.</p> <p>Direct and coordinate office functions such as registration and admission, assignment, scheduling, orientation, communication, etc.</p> <p>Participate in related meetings and organizations related to achievement of the school and district goals, objectives, and standards and other meetings involving constituents after hours.</p> <p>Maintain high standards for staff through role modeling.</p> <p>Provide leadership in the screening, recommendation, orientation, and induction of teaching candidates and paraprofessionals.</p> <p>Serve as site coordinator for Integrated Pest Management procedures; facilities usage coordinator, emphasizing</p>	<p>conduct/behavior, and recordkeeping.</p> <p>Oversee the development and maintenance of schedules for all students and staff including student teachers and field experience students.</p> <p>Maintain schedule of student testing and assessments in conjunction with central office administration.</p> <p>Oversees the operation and scheduling of student life activities. Supports activities through regular attendance at events.</p> <p>Develops procedures, rules, guidelines for effective operations of the school building.</p> <p>Acts as liaison for special education, gifted education, and 504 plans.</p> <p>Create and maintain a safe learning and working environment for students and staff.</p> <p>Attend and/or facilitate teaching, administrative, building based and District level meetings.</p> <p>Maintains communications with parents, staff, students and community and works with stakeholders to promote and enhance the image of the school and District.</p>	<p>operations.</p> <p>Provide key leadership in establishing the vision and mission of the school and formulating strategic plans to support school goals with students, staff and community.</p> <p>Develop a plan that will meet the growing technology needs of the building.</p> <p>Provide strong instructional leadership for the development and implementation of a well-balanced curriculum that meets the needs of all students; increase in student achievement, ensure student health, welfare, and safety.</p> <p>Implement extra-curricular program.</p> <p>Provide leadership in enforcing the district's discipline policy and the development and implementation of emergency procedures.</p> <p>Organize faculty meetings to provide enhancement of staff development and demonstrate a commitment to continual professional growth.</p>	<p>that all athletes are insured and maintain a waiver form for each athlete. Receives and completes all forms necessary for insurance claims.</p> <p>Monitors and verifies that all student-athletes are academically eligible.</p> <p>Monitors and verifies all transfer students with the sending schools and the District One office. Arranges for the printing of all necessary materials for athletic teams.</p> <p>Purchases and maintains inventories for all athletic equipment. Oversees the preparation of all high school game and official contracts in accordance with P.I.A.A. regulations.</p> <p>Confirms clearances for coaches and officials, hired or voluntary.</p> <p>Oversees and supervises trainers.</p> <p>Prepares performance evaluations for Assistant Athletic Directors and all Head Coaches.</p> <p>Oversees (approximately 44) Head Coaches directly and (108) Assistant Coaches indirectly.</p> <p>Assists Building Principal with</p>	

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		<p>and local Fire Chiefs</p> <p>Consult with and maintain routine liaison with the local chiefs of police and state police station commanders concerning DASD safety/security issues where DASD schools/facilities are located. When indicated and necessary or at the request of the DASD Superintendent, liaison will occur with other federal, state, county and local law enforcement and public safety entities.</p> <p>Conduct one meeting per year in August with all emergency personnel serving the DASD to insure protocols are in place for the start of the school year.</p> <p>Represent DASD at State and Chester County Safe Schools Summits/Meetings as the budget would allow.</p> <p>Survey and assessment of 16 school buildings and Administration Building</p> <p>Conduct a review of all 16 school DASD Emergency Operations and Communications Plans and make re commendations addressing any gaps or deficiencies.</p> <p>Assist K-12 Program Director in creating an updated emergency planning guide for all teachers in all 16 school</p>	<p>before, during, and after school programs; 18.</p> <p>Act as emergency preparedness/safety coordinator and coordinator of Section 504 Agreements.</p> <p>Facilitate building level and district level staff development meetings.</p> <p>Collect and analyze building performance data for individual and group achievement of state and local standards.</p>			<p>administrative duties, as needed.</p> <p>Attends and supervises students at various sporting events to include evening and weekend times.</p> <p>Coordinates athletic programs with the middle schools.</p> <p>Participates in the district-wide wellness program.</p>

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		<p>buildings.</p> <p>Conduct Site Assessments of all school buildings and the administration building and provide a written report detailing recommendations to enhance security at those venues.</p> <p>All tracking documentation of drills conducted in all buildings are coordinated and gathered by the CSO.</p>				
BOARD CMTE:	Student Life & Policy Committees					