

<b>SUPERINTENDENT</b>
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The Superintendent will be the Chief Executive Officer of the Board of Education and the administrative head of all divisions and departments of the School District. The Superintendent has the right to attend and participate in all meetings of the Board of Education except when the Superintendent's performance and/or contract are considered. The Superintendent may delegate responsibility for the operation of various segments of the School District, but he or she will be responsible to the Board for the results produced. The specific responsibilities of the Superintendent will be:

1. To administer the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out policies of the Board;
2. To employ the number and types of positions required to provide proper non-certified personnel for the operation of such a program;
3. To assign and define the duties of all personnel;
4. To recommend policies on organization, finance, instruction, school plant, and other functions of the school program;
5. To recommend for employment certified personnel, subject to approval of the Board;
6. To confer periodically with professional and lay groups concerning the school program;
7. To supervise the presentation and execution of the annual budget and to recommend it to the Board of Education for approval;
8. To keep the Board of Education continually informed on the progress and conditions of the schools;
9. To conduct a continuous study of the development and needs of the schools and keep the public informed; and
10. To perform other duties as assigned.

<b>DEPUTY SUPERINTENDENT</b>
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The Deputy Superintendent will be second in command in all administrative and operational decisions. The Deputy Superintendent not only assumes the Superintendent's role in his or her absence, but shares with the Superintendent responsibility for leadership and direction of all aspects of the school program. The specific responsibilities of the Deputy Superintendent will be:

1. To assume responsibility for the day-to-day operations of the school program;
2. To serve as the Superintendent's official designee;
3. To serve in a resource/liaison role to the Superintendent on Board of Education Committees;
4. To assist in establishing budget priorities based on educational values and needs;
5. To respond to news media inquiries as appropriate;
6. To give guidance, planning, and direction to the construction of school buildings and facilities in the Fort Smith School District;
7. To serve as supervisor and consultant to all administrative personnel including principals on all administrative, managerial matters;
8. To be responsible for an annual evaluation of all administrative and supervisory personnel—from principals up to Deputy Superintendent;
9. To maintain a liaison and coordination role with the PTA;
10. To schedule and chair principals' meetings and Service Center staff meetings;
11. To serve as chief negotiator with employee groups on policies and salaries as appropriate; and
12. To perform other duties as assigned.

<b>ASSISTANT SUPERINTENDENT FOR PERSONNEL AND SUPPORT SERVICES</b>
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The Assistant Superintendent for Personnel and Support Services will provide leadership and direction in the personnel and designated administrative-related functions of the School District. The specific responsibilities of this position will be:

1. To assume responsibility for all personnel and employee relations of the District as follows:
  - A. To recommend to the Superintendent the employment of personnel necessary to staff the schools of the District. Specific staffing may be delegated to various directors with final approval by the Assistant Superintendent for Personnel and Support Services;
  - B. To make recommendations concerning specific assignments for school personnel and to define the duties of appropriate personnel of the District;
  - C. To maintain active files of candidates for administrative, teaching, and secretarial positions;
  - D. To organize and maintain a continuous recruitment program to provide personnel for the schools of the District;
  - E. To conduct periodic surveys of the personnel needs of the schools;
  - F. To be responsible for maintenance and control of employee files and records; and
  - G. To establish and maintain an evaluation on all staff below the level of principal (i.e., teachers, secretaries, etc.).
2. To serve in a supervisory and consultation role to the Information Services and Student Services Departments;
3. To supervise and administer the Substitute Teacher Program and code-a-phone operation;
4. To act in resolving emergency staff problems;
5. To provide consultation in planning and developing projects and programs relating to the total school curriculum;
6. To serve as the District Equity Coordinator and to handle sexual harassment and EEOC complaints and reports;

7. To develop plans and functions for recognition of employees;
8. To maintain current certification records of certified employees;
9. To supervise the School District printing services; and
10. To perform other duties as assigned.

## **ASSISTANT SUPERINTENDENT FOR INSTRUCTIONAL SERVICES**

The Assistant Superintendent for Instructional Services will be responsible for the total instructional program of the District. He or she will continually study the instructional program and, in coordination with the individual school principals and their teaching staff, make recommendations for appropriate changes. The specific responsibilities of the Assistant Superintendent for Instructional Services will be:

1. To provide supervision and direction for all instructional supervisory personnel (special education, athletics, federal programs—instruction aspect, elementary education, secondary education, testing and guidance, etc.);
2. To exercise administrative authority over principals and other staff on all instruction-curriculum matters;
3. To be responsible for instructional inservice programs and professional development;
4. To monitor all accreditation standards and reports;
5. To monitor textbook committees and to supervise the handling and proper allocation of textbooks;
6. To coordinate arrangements for North Central Association (NCA), General Department of Education and Vocational Education Department visits and reports;
7. To serve as administrative liaison with the Curriculum Steering Committee, curriculum guide committees, and other advisory committees related to instruction;
8. To provide general direction and guidance for the Practice Teaching Program;
9. To make recommendations pertaining to needed school facilities and equipment;
10. To work with the principals in a program of supervision designed to improve instruction;
11. To study and evaluate innovations in instructional-curriculum practices; and
12. To perform other duties as assigned.

<b>COMPTROLLER</b>
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The Comptroller will be responsible administratively for the business affairs of the District. The specific responsibilities of the Comptroller will be:

1. To administer all official business reports of the School District;
2. To be responsible for all legal and permanent records of the District (property records, insurance, business records, contracts, agreements, etc.);
3. To prepare for execution on approved forms contracts for all contractual personnel;
4. To administer the bonding of appropriate school personnel;
5. To be responsible for all accounting services of the District;
6. To provide the Superintendent with current financial reports including monthly financial reports for the Board of Education. This individual will be responsible for all financial accounting reports to the Arkansas Department of Education and to other agencies to which the District is required to report;
7. To be responsible for handling all revenue of the District; i.e., setting up appropriate accounts, receiving, and placing in appropriate accounts;
8. To be responsible for processing all District financial obligations, payrolls, accounts payable, debt payments, etc.;
9. To keep the Superintendent advised at all times of investments, cash flow, anticipated revenues, and budget performance;
10. To be responsible for all insurance coverage for the District including property, liability, personal bonds, transportation, workers' compensation, etc.;
11. To serve on the Budget Advisory Committee which will prepare and monitor the general budget;
12. To ensure that accounts and records are kept in such a way as to meet all legal requirements and to facilitate an annual audit;
13. To make periodic reports to the Superintendent on the business affairs of the District and to recommend changes and improvements which should be made; and

14. To perform other duties as assigned.

<b>DIRECTOR OF SECONDARY EDUCATION</b>
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The Director of Secondary Education will work directly under the Assistant Superintendent for Instructional Services in providing the most effective secondary school program possible. The specific responsibilities of the Director of Secondary Education will be:

1. To maintain the highest possible level of teaching and learning in the secondary schools;
2. To exercise administrative authority over secondary principals on the total instructional program in the secondary schools;
3. To coordinate administrative arrangements for secondary NCA, General Arkansas Department of Education, and Vocational Education Department visits and reports;
4. To coordinate District-wide student council projects and meetings;
5. To work with the principals, teachers, and other administrative and supervisory personnel to maintain a high level of coordination in the secondary school program;
6. To be responsible for secondary school reports which are to be prepared for the Arkansas Department of Education;
7. To assist in the preparation of curriculum guides;
8. To assume duties with secondary science fairs;
9. To coordinate textbook selection and the procuring of other instructional materials at the secondary level;
10. To work with designated committees of teachers, principals, and lay persons in outlining specific programs, projects, or courses of action; and
11. To perform other duties as assigned.



<b>DIRECTOR OF ELEMENTARY EDUCATION</b>
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The Director of Elementary Education will work directly under the Assistant Superintendent for Instructional Services in providing the most effective elementary school program possible. The specific responsibilities of the Director of Elementary Education will be:

1. To maintain the highest possible level of teaching and learning in the elementary schools;
2. To exercise administrative authority over elementary principals on the total instructional program in the elementary schools;
3. To promote the elementary school program in the Fort Smith community;
4. To work with designated committees of teachers, principals, and lay persons in outlining specific programs, projects, or courses of action;
5. To supervise the kindergarten and early childhood programs;
6. To assist in the review and selection of elementary instructional materials including textbooks in grades K-6;
7. To give leadership to the program to maintain North Central Association accreditation for all elementary schools;
8. To participate in the planning and publication of all elementary curriculum bulletins and information;
9. To coordinate administrative arrangements for elementary NCA and General State Department of Education visits and reports;
10. To assist in the preparation of curriculum guides; and
11. To perform other duties as assigned.

<b>DIRECTOR OF BUILDINGS AND GROUNDS</b>
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The Director of Buildings and Grounds, who reports directly to the Deputy Superintendent, will be responsible for the maintenance and operation of buildings and grounds in the Fort Smith School District. The specific responsibilities of the Director of Buildings and Grounds will be:

1. To be responsible for the maintenance and repair of all school facilities and grounds;
2. To employ maintenance and custodial staff;
3. To establish procedures for proper maintenance staff work assignments;
4. To receive and approve all work requests;
5. To schedule long- and short-range maintenance projects such as roofs, painting of buildings, heating and air-conditioning equipment, etc.;
6. To assist in the coordination function of school construction, renovation, and new building projects;
7. To coordinate with local groups, individual school building utilization for after-school hours;
8. To provide overall direction and supervision for the District Asbestos Removal and Abatement Program; and
9. To perform other duties as assigned.

<b>DIRECTOR OF STUDENT SERVICES</b>
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The Director of Student Services will be administratively responsible for all student services including student accounting and the School District Health Program. The specific responsibilities of the Director of Student Services will be:

1. To provide overall supervision of the school nurses, social workers, Supervisor of Transportation, Coordinator of Safety and Security and SPICE Director;
2. To provide overall supervision of the Alternative Education Program and the Sebastian County Juvenile Detention Center Education Program;
3. To coordinate and resolve parent complaints with principals;
4. To endeavor to maintain friendly relationships between home and school;
5. To direct the enforcement of school attendance laws;
6. To direct the compilation of data relative to enrollment, attendance and other aspects of the work of the student accounting office;
7. To determine the eligibility of children for homeless or welfare services administered through the school;
8. To work in cooperation with homes, schools, courts and social agencies to the end that suitable care and direction of school-age children may be maintained;
9. To write and administer grants to provide additional disciplinary programs or social services for students;
10. To provide leadership and direction in the following areas of student affairs:
  - A. Student insurance
  - B. School attendance laws
  - C. Student school assignments
  - D. Student records
  - E. Student discipline
  - F. Itinerant student services
  - G. Attendance records and reports
  - H. Student safety and security;
11. To act as the District-level crisis team coordinator;

12. To perform various duties with regard to OCR reports; and
13. To perform other duties as assigned.

<b>DIRECTOR OF ATHLETICS AND STUDENT ACTIVITIES</b>
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The Director of Athletics and Student Activities will be responsible for coordinating and for giving leadership to all phases of athletics and student activities in the Fort Smith School District. The specific responsibilities of the Director of Athletics and Student Activities will be:

1. To work with principals, teachers and coaches to continuously improve and to coordinate athletic programs with other school programs;
2. To work with principals and club/activity sponsors to continuously improve and coordinate the activity program with other school programs;
3. To recommend, in coordination with the Assistant Superintendent for Personnel and the principal, coaches for all positions within the School District;
4. To supervise District involvement in Arkansas Activities Association activities;
5. To recommend maintenance and upkeep of all athletic facilities. To manage and coordinate all athletic activities involving the use of the stadiums, gymnasiums and tracks;
6. To supervise intramural activities;
7. To direct and coordinate the purchase, allocation, storage and cleaning of all athletic equipment;
8. To coordinate the activities of the athletic support groups including cheerleaders, drill teams, pep clubs, bands and other performing groups at athletic performances;
9. To coordinate other activities of athletic and non-athletic support groups including School District clubs and organizations;
10. To advise and work with each principal in the scheduling of all athletic activities within the School District and with schools outside the District;
11. To coordinate the development and revision of activity program guidelines, procedures and constitutions;
12. To be responsible for fiscal control of all athletic activities;
13. To work with principals and sponsors in promoting community understanding and support of the athletic and activities programs; and
14. To perform other duties as assigned.

<b>DIRECTOR OF PROFESSIONAL DEVELOPMENT</b>
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The Director of Professional Development, under the supervision of the Assistant Superintendent for Personnel and Support Services, will upon request render training, assistance, and direction to any facet of the school program. The specific responsibilities of the Director of Professional Development will be:

1. To coordinate and supervise the Professional Development Program for teachers, paraprofessionals, and secretarial employees;
2. To coordinate the K-4 Math and Science Crusade initiatives;
3. To develop and implement strategies for District-wide mathematics improvement;
4. To coordinate the placement of student teachers and students for pre-teaching experiences;
5. To supervise the District Gifted/Talented Program;
6. To coordinate the District Elementary Art Program;
7. To coordinate the District Elementary Physical Education Program;
8. To supervise the District K-12 Counseling and Guidance Program;
9. To supervise the Student Assistance and Technology Academy Specialist and Program;
10. To serve as an instructional grant writer, coordinate all District non-federal program grant applications and be responsible for the writing of projects submitted to the Arkansas Department of Education and/or other designated agencies;
11. To assist with the District Mentoring Program;
12. To serve in a District liaison capacity with Western Arkansas Education Service Cooperative; and
13. To perform other duties as assigned.

Approved 1-24-2000  
New Policy

<b>DIRECTOR OF INFORMATION SERVICES</b>
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The Director of Information Services, who reports directly to the Assistant Superintendent for Personnel and Support Services, will be responsible for the operation and maintenance of the information services system in the Fort Smith School District. The duties and responsibilities of the Director of Information Services will be:

1. To supervise all information services operations. As such, this individual will work with other division directors in establishing personnel records, inventories, special information for specific programs, etc.;
2. To coordinate the maintenance of information services system documentation—assuring that all updates to system reference manuals are promptly and properly entered;
3. To coordinate information services application systems investigations and develop design specifications and documentation;
4. To coordinate and share in application programming based upon design specifications and documentation or upon planned modification or update of existing programs;
5. To coordinate the production and maintenance of application system documentation;
6. To coordinate the production and maintenance of computer operator manuals; and
7. To perform other duties as assigned.

<b>DIRECTOR OF STUDENT ACHIEVEMENT &amp; ACCOUNTABILITY</b>
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The Director of Student Achievement and Accountability, under the direction of Assistant Superintendent for Instructional Services, will be responsible for the administration of specific federal programs and student achievement and accountability services available to the school District. The specific responsibilities of the Director of Student Achievement and Accountability will be:

1. To supervise and administer the District's Title I (Academic Achievement), Title III (English Language Acquisition), Title V (Innovative Programs - Early Childhood Education), Title VII (Indian Education), Title X (Homeless Education), Migrant and other educational grants, budgets and programs and make proper accounting reports to local, state and federal agencies;
2. To develop and implement strategies for District-wide improvement in literacy and mathematics;
3. To ensure District compliance with all applicable No Child Left Behind (NCLB), Act of 2001 rules and regulations;
4. To facilitate the development and submission of the school and District level Arkansas Comprehensive School Improvement Plan (ACSIP);
5. To supervise and administer the District's participation in The Learning Institute (TLI) student assessment and data analysis process;
6. To work with the professional staff in analyzing and evaluating the effect of all applicable federal, state and local initiatives on the educational program of the Fort Smith Public Schools;
7. To facilitate the development of Academic Improvement Plans (AIPs) and/or Individual Reading Interventions (IRIs) for all students not yet proficient on state and/or national exams;
8. To perform other duties as assigned.



<b>DIRECTOR OF SPECIAL EDUCATION</b>
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The Director of Special Education, under the supervision of the Assistant Superintendent for Instructional Services, is to provide leadership, direction and supervision to all aspects of the District Special Education Program. This individual is to plan with principals, teachers and administrative staff to develop and implement a program designed to meet the needs of students with disabilities. The specific responsibilities of the Director of Special Education will be:

1. To be thoroughly familiar with the provisions of Act 102 and the state plan for special education including all proposals for revision;
2. To write, develop and administer the implementation of the District's Special Education Plan;
3. To maintain liaison with the Special Education Section of the Arkansas Department of Education, using the resources of that office to fully implement the District's Special Education Plan;
4. To prepare and forward to the Arkansas Department of Education all reports, proposals and plans required by the Special Education Section;
5. To organize and direct (in conjunction with the Instruction Department) the District's Special Education Inservice Improvement Program;
6. To interview (at the request of the Assistant Superintendent for Personnel) and make recommendations regarding selection and placement of special education personnel;
7. To coordinate the development of all Individualized Educational Programs (IEP's) for students receiving special education services;
8. To direct the preparation and administration of the special education budget;
9. To plan, organize and routinely call staff meetings of special education personnel;
10. To act to ensure the provision of services relating to the vocational preparation needs of the disabled student—as required by the state plan—and to coordinate such services provided by other agencies;
11. To provide liaison with parent groups and professional organizations such as the Council on Exceptional Children;
12. To develop and monitor contracts with other agencies and individuals who are providing services to students with disabilities in the District;

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13. To maintain information on and liaison with other agencies and individuals who are providing services to students with disabilities in the District;
14. To supervise Section 504 duties and tasks; and
15. To perform other duties as assigned.

<b>DIRECTOR OF TECHNOLOGY</b>
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The Director of Technology, under the supervision of the Assistant Superintendent for Instructional Services, will direct and monitor the use of educational technology District-wide. The specific responsibilities of the Director of Technology will be:

1. To serve as chairperson for the Technology Applications Committee;
2. To direct the use of educational technology;
3. To prepare and monitor the technology budget;
4. To prepare technology bid specification designs;
5. To assess, plan, implement and maintain special technology projects;
6. To serve as hardware/software specialist and Technology Training Coordinator;
7. To coordinate with the Information Services Department in the implementation and maintenance of the District network and other administrative applications;
8. To develop and continually update the District Technology Plan; and
9. To perform other duties as assigned.

<b>DIRECTOR OF CHILD NUTRITION</b>
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The Director of Child Nutrition plans, organizes, directs, administers and evaluates the School Child Nutrition Program. Basic responsibilities include program planning, personnel management, program review and evaluation, resource allocation and financial management, facilities planning and implementing a quality child nutrition program. The specific responsibilities of the Director of Child Nutrition will be:

1. To administer and direct the implementation of child nutrition programs within the School District in compliance with federal, state and local regulations;
2. To interpret school child nutrition education program needs to federal, state and local policymakers;
3. To evaluate each school child nutrition unit to determine its effectiveness in achieving program goals and compliance with local, state and federal policies, rules and regulations;
4. To plan for the development, coordination and implementation of nutrition education as part of the School Child Nutrition Program;
5. To establish and implement budgeting and financial management systems consistent with local, state and federal requirements;
6. To develop an effective system to include monitoring for quality food production and service;
7. To establish a system for the procurement and distribution of food and non-food materials;
8. To determine facility needs and schedule replacement equipment;
9. To implement sanitation standards and devise a system including training for proper handling of all food products;
10. To work with the news media to inform patrons about food service and nutrition;
11. To assume responsibility for all child nutrition personnel including employment, assignment, evaluation and termination; and
12. To perform other duties as assigned.

<b>SUPERVISOR OF INSTRUCTIONAL SERVICES</b>
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The Supervisor of Instructional Services will be responsible for instructional services duties and will report directly to the Directors of Elementary and Secondary Education. The specific responsibilities of the Supervisor of Instructional Services will be:

1. To serve as district test coordinator and assessment liaison with the Arkansas Department of Education;
2. To accept responsibility for all security issues related to the state and district testing programs;
3. To serve as the primary achievement data analyst, to provide assistance to schools in interpreting data, and to make appropriate data-based recommendations;
4. To help coordinate the Learning Institute assessment administration and data analysis;
5. To assist with NCA accreditation preparation, reviews, and monitoring;
6. To assist with designated curriculum improvement programs; and
7. To perform other duties as assigned.

<b>SUPERVISOR OF TRANSPORTATION</b>
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The Supervisor of Transportation will be responsible for the Transportation Program of the Fort Smith School District and will work directly under the supervision of the Director of Student Services. The specific responsibilities of the Supervisor of Transportation will be:

1. To supervise the operation of the bus garage;
2. To supervise the bus mechanics, bus drivers and bus aides;
3. To direct the purchasing of supplies and equipment for the vehicles used in transportation;
4. To select and approve all new drivers;
5. To see that all drivers are legally certified to drive a school bus;
6. To see that drivers perform pre-trip inspections before each bus route or trip;
7. To coordinate an inspection and maintenance program for all buses;
8. To arrange for a minimum of two emergency evacuation drills on each bus per year;
9. To work with all school staff to provide safety programs involving proper conduct on the buses and safe loading and unloading procedures;
10. To arrange bus routes to prevent overloading of buses, to minimize time on the bus for students, to provide services to students living more than two miles from school and to provide special services to children assigned to certain special education programs;
11. To monitor bus stops and make changes when necessary for safety purposes;
12. To maintain records covering all phases of transportation;
13. To investigate all bus accidents;
14. To investigate and respond to transportation complaints from the public;
15. To develop specifications for the purchase of new school buses;
16. To develop the budget for transportation;
17. To schedule and arrange for activity bus trips for the School District;

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18. To monitor compliance with state laws and regulations regarding safe operation of school buses; and
19. To perform other duties as assigned.

<b>SUPERVISOR OF STUDENT SERVICES</b>
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The Supervisor of Student Services will administratively assist the Director of Student Services in the provision of services to students. The specific responsibilities of the Supervisor of Student Services will be:

1. To assist the director in supervision of school nurses and social workers;
2. To assist the director in enforcement of school attendance laws;
3. To assist the director in coordinating and resolving parent complaints with principals;
4. To assist the director in maintaining friendly relationships between home and school;
5. To work in cooperation with homes, schools, courts and social agencies to the end that suitable care and direction of school-age children may be maintained;
6. To chair the Student Health Services Advisory Committee and to facilitate kindergarten physical and dental screening each fall;
7. To chair the Safety/Loss Prevention Committee;
8. To assist the director in the supervision of the alternative education programs;
9. To assist the director in the supervision of the SPICE Program;
10. To provide leadership in the Tornado and Fire Safety Program;
11. To serve as District coordinator of the School Safety Patrol Program;
12. To serve as facilitator for students wanting to enter the Adult Education Center;
13. To serve as counsel to the Director of Student Services and perform functions assigned in the areas of:
  - A. Student insurance
  - B. School attendance laws
  - C. Student school assignments
  - D. Student records
  - E. Student discipline
  - F. Student safety and security;
14. To serve as second back-up to the District-level Crisis Team Coordinator;



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15. To assist the director with grants which fund disciplinary programs or social services for students; and
16. To perform other duties as assigned.

<b>SUPERVISOR OF COMMUNITY PARTNERSHIPS &amp; CAREER EDUCATION</b>
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The Supervisor of Community Partnerships and Career Education, under the supervision of the Director of Secondary Education, will supervise the Partners in Education Program and all career education activities. The specific responsibilities of the Supervisor of Community Partnerships and Career Education will be:

1. To supervise career education including workforce education programs and SREB (Southern Regional Education Board) projects;
2. To administer appropriate program budgets;
3. To coordinate activities with the Vocational and Technical Division of the Arkansas Department of Education;
4. To review, plan and evaluate strategies for integrating general and vocational education;
5. To serve as liaison with post-secondary organizations and the business community in planning and implementing career education programs;
6. To communicate with business, industry and community organizations concerning technical and applied academics programs;
7. To serve as District Coordinator of the Partners in Education Program;
  - A. Seek new business partners through individual contacts and appropriate organizations;
  - B. Facilitate development of new partnerships and assist existing ones;
  - C. Work with District Partners in Education Advisory Committee, as well as school and business advisory committees;
  - D. Organize annual Partners in Education Luncheon and training activities; and
  - E. Coordinate the preparation and distribution of Partners in Education newsletters.
8. To coordinate the school volunteer programs; and
9. To perform other duties as assigned.

<b>SUPERVISOR OF PURCHASING</b>
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The Supervisor of Purchasing, who reports directly to the Comptroller, will be responsible for the purchasing and disbursing of materials and supplies (excluding cafeteria and athletics) for the Fort Smith School District. The specific responsibilities of the Supervisor of Purchasing will be:

1. To coordinate the purchasing and disbursing of supplies and equipment for the School District;
2. To provide a regular delivery service for materials, supplies and equipment;
3. To establish and maintain inventory records on all District assets (furniture, equipment, buildings, supplies, etc.);
4. To establish and maintain records on school allotments for instruction equipment, instruction materials, etc.;
5. To provide clearance for all sales people who want to enter the schools;
6. To coordinate phone service for the School District;
7. To assist in the monitoring and employee training of the Hazardous Materials Program;
8. To be responsible for equipment repairs; and
9. To perform other duties as assigned.

<b>COORDINATOR OF SPECIAL EDUCATION</b>
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The Coordinator of Special Education, under the supervision of the Director of Special Education, is to provide leadership, direction and supervision to all aspects of the District Special Education Program. This individual is to plan with principals, teachers and administrative staff to develop and implement a program designed to meet the needs of students with disabilities. The specific responsibilities of the Coordinator of Special Education will be:

1. To be thoroughly familiar with the provisions of the Individuals with Disabilities Education Act and the state plan for special education including all proposals for revision;
2. To assist with the writing, development and administration of the District's Special Education Plan;
3. To assist with the preparation of all reports, proposals and plans required by the Special Education Section;
4. To assist with the organization and implementation of the District's Special Education Inservice Improvement Program;
5. To interview (at the request of the Director of Special Education) and make recommendations regarding selection and placement of special education personnel;
6. To assist with the development and monitoring of contracts with other agencies and individuals who are providing services to students with disabilities in the District;
7. To maintain information on and liaison with other agencies and individuals who are providing services to students with disabilities in the District;
8. To direct and coordinate hospital/homebound services; and
9. To perform other duties as assigned.

<b>COORDINATOR OF TITLE I</b>
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As a District-level support person the Coordinator of Title I, under the direction of the Director of Student Achievement and Accountability, will coordinate the Title I Program. The specific responsibilities of the Coordinator of Title I will be:

1. To be responsible for knowing and understanding federal and state guidelines and regulations pertaining to Title I;
2. To work closely with the Title I Advisor from the Arkansas Department of Education;
3. To work with each Title I principal in keeping and following federal and state regulations and guidelines;
4. To be aware of each Title I school's plan and to guide each school to follow the plan;
5. To supervise the Title I personnel;
6. To be responsible for Title I required reports and plans, such as adequate yearly progress, school plans, District plan, demographic data, etc.;
7. To supervise and work closely with Parent Center Coordinators;
8. To supervise program finances and the Title I staff at the Boys' and Girls' Shelter; and
9. To perform other duties as assigned.

<b>SUPERVISOR OF ESL, MIGRANT AND INDIAN EDUCATION</b>
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As a District-level support person the Supervisor of ESL, Migrant and Indian Education, under the direction of the Director of Compensatory Education, will coordinate the respective programs. The specific responsibilities of the Supervisor of ESL, Migrant and Indian Education will be:

1. To monitor budgets for each program and determine expenditures;
2. To coordinate curriculum development and implementation for programs K-12;
3. To monitor all ESL, Migrant and Indian tutors;
4. To approve scheduling of ESL, Migrant and Indian tutors;
5. To coordinate translation services for each language;
6. To monitor language testing, enrollment and placement of LEP students K-12;
7. To prepare the home language survey for the Arkansas Department of Education;
8. To monitor the collection and updating of all migrant records including correspondence courses;
9. To monitor the Cultural Ambassador Program and Migrant RIF Program;
10. To develop training to improve teacher/tutor teaching skills;
11. To monitor data collection in the Indian Education Program; and
12. To perform other duties as assigned.

<b>SUPERVISOR OF ACCOUNTING</b>
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The Supervisor of Accounting will be responsible administratively for the fiscal affairs of the School District and will report directly to the District Comptroller. The specific responsibilities of the Supervisor of Accounting will be:

1. To coordinate the financial accounting for the School District;
2. To be responsible for the disbursement of District, organizational and any other appropriate funds upon the presentation of properly approved claims, payrolls and other bills;
3. To assist in the preparation and maintenance of budgets;
4. To maintain cash flow records and account for all revenue received by the School District;
5. To ensure that all bank accounts and County Treasurer's reports are verified monthly;
6. To maintain postage accounts and ensure cost-effective postal operations;
7. To complete financial reports and statements that are the result of the accounting function;
8. To perform internal audits as necessary;
9. To be responsible for the submission of the Superintendent's Annual Financial Report;
10. To procure all District funds, both state and local, that go directly to the Treasurer of Sebastian County; and
11. To coordinate the fixed asset records for the School District; and
12. To perform other duties as assigned.

<b>SUPERVISOR OF PAYROLL AND EMPLOYEE BENEFITS</b>
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The Supervisor of Payroll and Employee Benefits, who reports directly to the District Comptroller, will be responsible for payroll and employee benefits operations. The specific responsibilities of the Supervisor of Payroll and Employee Benefits will be:

1. To direct payroll, leave accounting, and employee insurance benefits;
2. To reconcile and submit for payment of all insurance billings;
3. To maintain and execute payroll tables, codes, schedules, and calendars;
4. To administer and maintain employee benefits including Section 125, employee group insurance, and employee retirement plans;
5. To coordinate substitute accounting;
6. To prepare and maintain salary and benefit reports required by federal and state regulatory authorities; and
7. To perform other duties as assigned.



<b>COORDINATOR OF COMMUNICATIONS</b>
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The Coordinator of Communications will provide leadership and supervision for public relations initiatives in the office of the Superintendent and in support of District schools and programs. The specific responsibilities of this position will be:

1. To supervise and edit all public relations' and information publications;
2. To serve as a contact person between the news media and other departments, and to coordinate the distribution of news releases and other media-requested information;
3. To coordinate activities of and relating to the Fort Smith Public Schools' Foundation;
4. To coordinate the production of broadcast media presentations;
5. To coordinate special projects; i.e., promotional videos and presentations, alumni directories and activities;
6. To coordinate District-level staff recognition activities;
7. To serve as the Superintendent's designee to work with the Chamber of Commerce as appropriate;
8. To attend meetings, conferences and/or workshops related to general school administration which will enhance the public relations image of the School District;
9. To develop and build positive relationships with staff, state and local citizens, students, alumni, etc.;
10. To coordinate photography activities at the District level; and
11. To perform other duties as assigned.

<b>COORDINATOR OF CHILD NUTRITION</b>
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The Coordinator of Child Nutrition will be responsible for planning, organizing, directing and monitoring the program areas assigned by the Director of Child Nutrition. The specific responsibilities of the Coordinator of Child Nutrition will be:

1. To assist in budgeting and financial management systems;
2. To direct distribution of food supply items from central warehouse;
3. To monitor safety and sanitation standards;
4. To conduct menu analysis to comply with all appropriate guidelines and regulations;
5. To monitor individual cafeterias;
6. To provide assistance to teachers, parent groups and community members in teaching children healthy nutrition habits;
7. To interpret to the patrons, students and staff the federal and state guidelines regarding the child nutrition programs;
8. To check inventories of central warehouse, groceries, supplies and small equipment;
9. To plan and supervise special functions that are served by food service personnel;
10. To arrange for adequate supervision and to furnish needed extra equipment for special functions sponsored by the PTA or other organizations using kitchen and dining room facilities;
11. To ensure timely procurement and distribution of food and non-food materials;
12. To recommend employment and assignment of food service personnel; and
13. To perform other duties as assigned.

<b>PRINCIPAL</b>
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The Principal will be responsible for the total operation and administration of a designated individual school. The specific responsibilities of the Principal will be:

1. To direct, supervise and evaluate the curricular program of the school;
2. To recommend assignments and to supervise and evaluate teaching staff;
3. To supervise and be responsible for the accounting of funds received by the school unit;
4. To supervise the operation and maintenance of the buildings and grounds in cooperation with the Director of Buildings and Grounds;
5. To administer within the school all policies and administrative regulations;
6. To direct all student accounting for the assigned attendance area;
7. To direct student welfare and desirable school-student-teacher-community relationships;
8. To be responsible for the welfare of all students during school hours;
9. To keep the central office fully informed of the conditions and needs of the school. To submit requisitions for supplies, equipment and repairs as may be needed for proper operation of the school. To evaluate and make proper disposal of all other requisitions originating within the building from other employees;
10. To supervise cafeteria personnel in coordination with the Director of Child Nutrition; and
11. To perform other duties as assigned.

<b>ASSISTANT PRINCIPAL</b>
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The Assistant Principal will work under the direction of the Principal and will be responsible for the administration of the individual school in the absence of the Principal. More specifically, the duties of the Assistant Principal will be:

1. To be responsible for student discipline—to work with teachers in maintaining discipline in the classroom on school grounds and at school functions;
2. To work with students on improvement of attendance by working with parents, teachers and school social workers;
3. To direct student extracurricular and athletic activities;
4. To supervise the collection of delinquent fees, lost textbooks, library books, etc.;
5. To evaluate the performance of teachers in the classroom;
6. To assist in supervision of the curricular program of the school; and
7. To perform other duties as assigned.

<b>DIRECTOR OF ADULT EDUCATION</b>
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The Director of Adult Education, under the supervision of the Assistant Superintendent for Instructional Services, will be administratively responsible for all adult education programs and services. The specific responsibilities of the Director of Adult Education will be:

1. To ensure that the adult education instructional program meets the needs of eligible students and is compatible with the regular school program of the District;
2. To study federal and state legislation, projects and programs for opportunities for adult education grants and entitlements which may be available to the Fort Smith School District;
3. To maintain liaison with the Adult Education Section of the Arkansas Department of Education using the resources of that office to fully implement the District's program;
4. To prepare and administer the adult education budgets;
5. To prepare and forward to the Arkansas Department of Education all reports, proposals and plans required by the Adult Education Section;
6. To continually survey the needs and attitudes of patrons in the Fort Smith School District in order to determine the most useful courses of study and services to offer; and
7. To perform other duties as assigned.

<b>ASSISTANT DIRECTOR OF ADULT EDUCATION</b>
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The Assistant Director of Adult Education cooperates with the Director of Adult Education in the administration of the total program of services provided by the Adult Education Center. The specific responsibilities of the Assistant Director of Adult Education will be:

1. To schedule instructors for classes at all sites;
2. To serve as the principal contact between the Adult Education Center and the contact person(s) at outreach sites;
3. To evaluate certified ABE/GAE personnel;
4. To serve in a liaison role with cooperating agencies; i.e., Department of Human Services, WAEDA, representatives of the military, public schools and various public agencies;
5. To work with the counselor in the solution of student problems; i.e., discipline, attendance, personal, etc.;
6. To provide testing at the various outreach sites as needed; and
7. To perform other duties as assigned.

<b>SUPERVISOR OF PERSONNEL SUPPORT</b>
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The Supervisor of Personnel Support will be responsible administratively for the fiscal affairs and designated administrative affairs of the Personnel Department of the School District and will report directly to the Assistant Superintendent for Personnel and Support Services. The specific responsibilities of the Supervisor of Personnel Support will be:

1. To administer all official business reports of the Personnel Department;
2. To be responsible for all accounting services, including budget, in the Personnel Department;
3. To prepare Employment Contract Request-Change forms on all employees;
4. To administer the Substitute Teacher Program and code-a-phone operation;
5. To monitor and to provide on request reports outlining financial activity in the personnel budget;
6. To monitor and approve the employee stipend program;
7. To assist the Buildings and Grounds Department, the Transportation Department, and the Child Nutrition Department with personnel records;
8. To assist with the evaluation data tracking;
9. To assist with Cycle 2 reporting, as well as any other new required reporting outlined by any governmental entity; and
10. To perform other duties as assigned.

<b>COORDINATOR OF STUDENT SERVICES</b>
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The Coordinator of Student Services will administratively assist the Director of Student Services in the provision of services to students. The specific responsibilities of the Coordinator of Student Services will be:

1. To assist the director in the enforcement of school attendance laws;
2. To assist the director in coordinating and resolving parent complaints with principals;
3. To assist the director in maintaining friendly relationships between home and school;
4. To work in cooperation with homes, schools, courts, and social agencies to the end that suitable care and direction of school-age children may be maintained;
5. To assist the director in the compilation of data relative to enrollment, attendance, and other aspects of the work of the student accounting office;
6. To assist the student services supervisor with the School Safety Programs, Tornado and Safety Program, and SPICE;
7. To assist the student services supervisor as a member of the Safety/Loss Prevention Committee and the Student Health Services Advisory Committee;
8. To perform other duties as assigned.