

Position Title: Assistant Superintendent, General Services and Legislation
Department: General Services and Legislation
Reports To: Superintendent

SUMMARY: Provide leadership to insure the establishment and implementation of a comprehensive communication link between state and national legislators, school superintendents, school board trustees, county and local government officials and other key individuals and groups on general, administrative and legislative issues affecting the CISD and its constituent districts. Provide leadership to insure the establishment and implementation of a comprehensive data collection and dissemination system as required by State and/or Federal law or as requested by ISDs, Michigan Department of Education, the State School Code, or other agencies where the CISD provides services and/or programs locally or regionally.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- Establish ongoing contact with area legislators and others in key state positions who influence education related legislation
- Establish ongoing contacts with members of the U.S. Congress and others in key national positions who influence education related legislation
- Monitor legislation, follow and participate in hearings, collect and disseminate information and, on occasion, testify on behalf of the Calhoun ISD or constituent districts and make regular reports to constituent district officials.
- Represent the interests of the CISD constituent districts and the CISD with State and Federal legislators and agencies involved in the formulation of policy and funding for education.
- Serve on state committees and organizations that influence legislation and policy
- Serve as CISD Attendance Officer.
- Coordinate the completion of the pupil accounting audit in constituent districts requesting the service including the direction and training of personnel assigned for this responsibility
- Serve as resource person on pupil accounting, membership rules and other state school aid funding sources.
- Assist the superintendent in the development, coordination and implementation of CISD millage elections.
- Upon request, assist constituent districts in planning for and implementing millage elections.
- Represent the CISD and, on request, constituent districts with the media and other groups/agencies.
- Serve as superintendent's special designee with individuals, groups, agencies and institutions when requested
- Assist the superintendent in the development, coordination and implementation of staff development and leadership activities for constituent district superintendents and local board of education members.
- Coordinate the development, completion and distribution of reports as required by local, state and federal regulations.
- Coordinate Policy and Guidelines development for the Board of Education.
- Coordinate Calhoun Area School Board Member Association activities.
- Coordinate/Responsible for Home School Registry.

- Serve as district representative and gathers data (along with other CISD administrators) for the Burgy Fund.
- Assist with grant writing activities as requested/required.
- Insure that the fiscal practices and procedures of the department are consistent, and in accordance with district guidelines, Board policies, State and Federal law.
- Adhere to Board Policies.

SUPERVISORY RESPONSIBILITIES:

Directly supervises Administrative Assistant to the Department of General Services and Legislation. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

DRUG FREE WORKPLACE REQUIREMENT:

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

***QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

Bachelor Degree. Five (5) years previous school finance experience, related experience and/or training; or equivalent combination of education and experience or as determined by the Board of Education.

CERTIFICATES, LICENSES, REGISTRATIONS: (none)

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of employees and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to apply financial concepts such as compound interest, time value of money, and tax rates.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to operate a Personal computer and mainframe applications. Experience and knowledge in PC/Windows based applications and software including spreadsheet and word processing applications. Must have ability to learn and utilize new technology, software, and/or programs to implement job responsibilities.

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to follow through on multiple tasks.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close and distance vision. Frequent driving is required while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people..

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually very quiet.