Position Description

Part I.

1. Agency Name
   State Department of Education Kansas

2. Position #
   K020654

3. Current Classification Job Title
   Assistant Director

4. Risk Category
   ☒ High Risk
   ☐ Medium Risk
   ☐ Low Risk

5. Division
   Division of Learning Services

6. Proposed Job Title (if reallocation)

7. Team
   Early Childhood, Special Education & Title Services

8. Date Position Description Updated
   March 25, 2013

9. Name of Incumbent
   To be completed by HR

10. Work Station Location
    City: Topeka
    County: SN

11. Full Time
    ______% Part Time

12. Approved Classification
    To be completed by HR

13. Reallocation Effective Date

14. Classified Pay Grade

15. FLSA Status
   ☒ Exempt ☐ Non-Exempt

16. Approved By

17. Additional notes:

Part II.

19. Describe the purpose of this position. Why does it exist?

The purpose of this position is to serve as Assistant Director to the Early Childhood, Special Education and Title Services team and to supervise implementation of various Title programs and staff.

20. Who supervises this position?

   Incumbent Title Position #
   Colleen Riley Director K0069308

21. a) How much latitude is allowed employees in completing the work?  b) What kinds of instructions, methods, and guidelines are given to the employee in this position to help do the work?  c) State how and in what detail assignments are made?  d) Who reviews the work, how often, and what is the level of Review?

The employee will be expected to make decisions about activities assigned by the team director to implement Kansas State Board of Education policies, goals and strategic directions of the Division of Learning Services (DLS) and the Early Childhood, Special Education and Title Services (ECSET) Team. The policies, goals and strategic directions include: implementation of the Kansas Elementary and Secondary Education Act (ESEA) Flexibility Waiver, Kansas Accreditation, Individuals with Disabilities Education (IDEA), and Technical Assistance System Network (TASN) implementation.

The ECSET assistant director is expected to establish with the team director desired outcomes and timelines for the completion of assignments on an ongoing basis. The employee will be expected to determine methods, approaches or strategies for completing assignments. The employee will also be expected to anticipate problems, to identify priority areas for improvement, and with the supervisor’s approval initiate appropriate action. Cross team collaboration is expected within the ECSET team, DLS and within the KSDE agency.

22. Check the statement that best describes the leadership, supervisory, or management responsibilities of this position.
   ❖ None
   ❖ Lead worker: Plans and coordinates the work of co-workers, guiding and training them while performing the same kind and level of work a majority of the time.
   ☒ Supervisor: Assigns, directs, reviews, and evaluates the job performance; has significant input into decisions related to hires, transfers, promotions, demotions, dismissals, and discipline of employees under his or her supervision. The majority of the work is different from that of subordinates.
   ❖ Manager: Integrates and coordinates the activities of several organizational functions or programs and initiates changes through subordinate supervisors or integrates and coordinates the activities of one or more programs having Department wide impact.

23. Positions supervised directly by this position.

   Incumbent Title Position #
   LaNetra Guess Education Program Consultant K0211828
   Christine Macy Education Program Consultant K0211829
   Teresa White Education Program Consultant K0058347

24. What hazards, risks, or discomforts exist on the job or in the work environment? Frequency of exposure?

Minimal hazards exist in the job assignment. Travel could constitute some risks. Minimal property damage, minor injury, minor disruption of the flow of work.
Describe the work of this position using this page. Duties may be continued on the next page if more space is needed. Use the following format for describing duties:

What is the action being done (use an action verb)? To whom or what is the action directed (object of the action)? Why is the action being done? How is the action being done?

<table>
<thead>
<tr>
<th>Essential Functions</th>
<th>ADA Coding</th>
<th>ADA Codes</th>
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<tbody>
<tr>
<td>% of time</td>
<td></td>
<td>A: Essential function, position exists to perform the function.</td>
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<td>B: Essential function, number of employees available to perform this function is limited.</td>
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<td>C: Essential function, requires specialized expertise to perform this function.</td>
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<td>D: Non-essential function</td>
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Performance expectations will be established at the beginning of each performance review period that includes, at a minimum, the following categories: dependability, agency values, job proficiency, communication, customer service, initiative, and teamwork.

A, B 35% Provides leadership to the integrated work of the Kansas State Department of Education in implementing federal and state laws, regulation and guidance.

- Coordinate program expectations, timelines and distribution of federal allocations in collaboration with other ECSET team members and the Fiscal Services team members
- Assist in collection, review and submission of data to meet Federal and State reporting requirements. This includes data collected through the following systems: Accountability, Kansas Discipline (KAN-DIS), Graduation and Dropout Summary Report (DGSR), Local Consolidated Plan (LCP), Kansas Integrated Accountability System (KIAS).
- Analyze, synthesize and evaluate state and district performance/achievement data with the purpose of supporting programs
- Attend state and national meetings to provide current leadership to the team and districts
- Develops performance objectives and meets with staff quarterly to discuss progress toward objectives
- Monitors/Evaluates staff performance
- Monitors time and leave

B 30% Coordinates and facilitates the development, submission and implementation process of waivers and appeals within accountability system including the ESEA Flexibility Waiver with the US Department of Education, Ed-Flex waivers with Kansas State Board of Education.

- Provide oversight and guidance for technical support and assistance for districts with priority and focus schools specifically for successful implementation of the Kansas Multi-Tier System of Supports (MTSS) in academics and behavior
- Develop resources and technical assistance to support implementation of the programs and services to support districts with focus and priority schools.

B 30% Support, participate and facilitate the integrated work of the KSDE agency, DLS team and ECSET team. Specific duties and responsibilities are outlined as follows:

- Take the initiative in promoting the integrated work of the DLS team
- Ensure supervised staff members are contributing to the integrated work of the DLS team as assigned and
- Participate in professional development activities to support and implement the strategic directions for the Kansas State Board of Education.

D 5% Other tasks as assigned.

Part III.

26. State Required Minimum Qualifications

Advanced degree from an accredited university or college in relevant degree field(s) as determined by the agency.

27. Preferred Skills and/or Qualifications

Highly developed interpersonal and team building skills
Skilled in critical thinking, problem solving and shared decision making
Skilled in planning, staff development and customer service
Ability to efficiently and effectively manage team resources
Skilled in using technology in innovative ways

28. Preferred Experience

Professional license as a teacher, building or district level administrator
Supervisory or administrative experience in federal programs such as Title I, Title VIB IDEA Special Education or School Improvement.
Experience in grant management
Previous supervisory experience in the agency or in a school district

29. Necessary Special Qualifications, Licenses, Certifications, and/or Registrations

Qualification for valid teaching license is preferred