

Staff Assistant

The Staff Assistant shall operate as a staff officer under the direction of the Assistant Superintendent of Schools. The duties shall be:

1. To assist in the completion of all reports required at the local, county, state and federal level
2. To assign student teachers to the elementary program
3. To serve as district-wide test coordinator to include interpretations of all local and state-wide testing results
4. To develop a monthly community-wide activities calendar
5. To coordinate the scheduling of the Speakers' Bureau
6. To coordinate all attendance service on a district-wide level
7. To serve as Affirmative Action Officer and assist in the development of programs that will help in the full implementation of Affirmative Action Programs
8. To be responsible for any other duties assigned by the Assistant Superintendent of Schools

9/22/75