

**TITLE: ASSISTANT SUPERINTENDENT OF SCHOOLS**

**FLSA: EXEMPT**

- QUALIFICATIONS:**
1. Master's degree with certification in Educational Leadership, Administration and Supervision, Grades K-12, or Curriculum and Instruction.
  2. Three years experience in an administrative capacity.
  3. Additional or alternative qualifications as the Board may find appropriate and acceptable.

**REPORT TO: Superintendent of Schools**

<b><u>JOB GOAL:</u></b>	To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services for our students, staff, and community in a safe manner. Must have good communication skills, regular in work attendance, and present a positive image to the public.
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**SUPERVISES: Assigned Personnel**

**PERFORMANCE RESPONSIBILITIES: \*Essential Performance Responsibilities**

- \* 1. Serve in the absence of the Superintendent as the chief administrative officer of the district and assist the Superintendent as needed.
- \* 2. Provide oversight for development and revision of Board policies.
- \* 3. Coordinate the work of all central administrative staff and day to day operations of the district office.
- \* 4. Interprets, investigates, and clarifies complaints when requested to do so by the Superintendent.
- \* 5. Keep informed of and interprets all laws, regulations, statutes, rules, and policies affecting the district, including new legislation.
- \* 6. Communicate to the Superintendent the requirements and needs of the district as perceived by staff members.
- \* 7. Confer with staff members, school sites, and the community on matters of concern.
- \* 8. Provides oversight of all areas of the school district and all school related matters.
- \* 9. Direct all safety activities of the district including those involving events, facilities, disease outbreaks, and personnel.
- \* 10. Supervise and evaluate staff and provide corrective action when needed in coordination with the Superintendent.
- \* 11. Assist in the oversight of the district budget and assist with cost containment strategies.
- \* 12. Assist in the oversight of Human Resources.
- \* 13. Assist in the oversight of curriculum and instruction as well as administrative matters.
- \* 14. Direct staffing of schools to maximize use of available services.
- \* 15. Provide or direct public presentations to emphasize the accomplishments of the district.
- \* 16. Assist the Superintendent with oversight of school board agendas, presentations, and other matters as needed by the school board.
- \* 17. Work as needed in the area of legislative updates.
- \* 18. Assist in the collective bargaining process and matters of law.
- 19. Perform such other duties as may be assigned by the Superintendent.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.