

ASSISTANT SUPERINTENDENT OF EDUCATION

Classification: Administrator

Location: District Office

Reports to: Superintendent

FLSA Status: Exempt

Employee Group: Executive Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Provides leadership and strategic vision to the District's education program and assists the Superintendent in guidance, direction, supervision and management over principals and schools. Provides input to the evaluation of principals.

Part II: Supervision and Controls over the Work:

Serves under the broad guidance and administrative supervision of the Superintendent. Is held responsible for results in terms of effectiveness of planning, policies, programs, and for achievement of district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, operational direction of the Superintendent, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities:

Program Leadership: Provides program leadership, program management, and supervision of all assigned administrators and special staff to include Instructional Services, Elementary and Secondary Programs, Student Support Services, and Assessment and Accountability.

1. District Leadership: Serves as a member of the Executive Council in providing overall district leadership and direction.
2. Improve Educational Organizational Effectiveness: Maintains a cohesive, collaborative, and integrated educational program focused on instruction, assessment, curriculum, and professional development. Identifies large system educational barriers for students and parents. Determines sense of educational program satisfaction and effectiveness. Develops uniformity around school functions including procedures, actions, and policies.

3. Increase Educational Program Impact: Ensures a responsive education system to current cohort of students and current data. Oversees the implementation and monitoring of specific action plans at each level for pushing Key Performance Indicator growth. Analyzes testing outcomes to determine program needs and identify program initiatives. Monitors the specific linkage between actions and outcomes.
4. Deepen Leadership and Accountability to Results: Narrows the focus of action for building administrators. Coaches and develops Executive Directors and educational administrators. Develops instructional leadership vision for educational leaders that is calibrated and clearly articulated. Provides meaningful professional development and evaluation. Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the Superintendent, Board, and staff to share the program evaluation results.
5. Planning and Programming: Stays abreast of research on the changing nature of the profession, the field of public education and changing national, regional and local trends that may impact program areas. Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing profession.
6. Program Direction and Staff Supervision: Oversees organizational management in all assigned areas. Assures that functions are effectively structured and work coordination procedures are in place to achieve a high level of integration and synergy across program functions. Approves position structures and operating practices essential to the development and delivering of quality programs and services. Recruits and assigns staff ensuring they possess and practice the values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization. Creates communication, collaboration and coordination processes that assure all staff are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support. Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions. Maintains the District's Continuous Improvement Plan (eCIP). Informs education policy development and implementation. Responds to Board and Superintendent requests/anticipate areas of interest.
7. Financial Management and Strategic Planning: Advises the Superintendent and Board on the financial needs and implications of the educational program. Administers programs within approved budget parameters including allocation of staff (FTE) resources. Participates in preparation of staffing analysis and reports. Takes action to determine allocation and redirection of FTE and to level class sizes. Maintains and approves expenditures from education program budgets.

8. Labor Relations and Collective Bargaining: Participates in the collective bargaining process to include identifying and researching bargaining issues related to education. Assists in developing bargaining strategies and positions and participates as a member of the District bargaining team.
9. Program Evaluation, Analysis and Feedback: Serves as first responder to emergency and after hour situations.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbent must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Possess or ability to obtain Oregon administrative license.
3. Minimum of five (5) years of educational leadership experience to include successful responsibility for supervising administrators, licensed, and classified staff.
4. Successful experience as a teacher or staff associate.
5. Strong analytical and problem solving skills, and understanding of “client-centered” support and services.
6. Excellent oral, written, and interpersonal communication skills.
7. Ability to work both independently and cooperatively.
8. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization. Strong project management skills.
9. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
10. Experience in a highly unionized environment.
11. Demonstrated leadership and supervisory ability.
12. Valid state driver’s license.

Part V: Desired Qualifications:

Such special qualifications and experience as may be relevant to district needs at the time of recruitment.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than two (2) hours at a time, may lift objects repeatedly, and may undertake repeated motions.