

OZARK R-VI SCHOOL DISTRICT  
JOB DESCRIPTION

**TITLE: ASSISTANT SUPERINTENDENT OF LEARNING**

**QUALIFICATIONS:**

1. Master's or Higher Degree in Education
2. Five years experience in education with successful experience in teaching and/or school administration
3. Excellent organizational skills
4. Ability to effectively communicate with a variety of groups (teachers, administrators, community groups/parents)

**REPORTS TO:** Superintendent

**JOB GOALS:** Provide organizational leadership and support services to the instructional aspects of the education program

**PERFORMANCE RESPONSIBILITIES:**

1. Oversee curriculum services
2. Serve as coordinator of assessment services
3. Oversee the certified professional development program for the district, coordinate federal, state and local funds to meet the needs of the academic program
4. Oversee the district Professional Development Committee, annual Professional Development Plan, and coordinate the district Professional Mentor Program.
5. Provide administrative services to ensure the district is in compliance with federal and state guidelines
6. Serve as the administrator of professional (certified) staff personnel needs that could include hiring, dismissal, contracts, complaints/grievances, and certified performance evaluation
7. Oversee the school improvement program in relationship to the educational program, alignment to district improvement goals, and fidelity of program
8. Coordinates the district Perkins Grant/Enhancement Grant
9. Evaluate the Executive Directors
10. Perform such duties and other responsibilities as the superintendent may assign

**PHYSICAL DEMANDS:** Must be able to sit for long periods of time and be mobile within and between school buildings

**TERM OF EMPLOYMENT:** Terms of contract determined by Board of Education.

**TYPE OF POSITION:** Exempt

**EVALUATION:** Evaluated annually by the Superintendent

**APPROVED BY SCHOOL BOARD:** February 21, 2019