

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
ASSISTANT SUPERINTENDENT

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Administration	E83	Exempt

CLASS SUMMARY:

Reporting to the Associate Superintendent or Superintendent, this executive classification is part of the superintendency and is assigned to an executive responsible for directing and oversight of a district wide function/department having impact throughout the organization. The Assistant Superintendent is an executive level administrator providing leadership and strategic direction in support of the superintendency and the governing board and overseeing the day-to-day operations of all facets of assigned district wide department/function and delivery of service. Incumbents manage and direct multiple assigned functions including managing staff through multiple directors, managers or supervisors.

The Assistant Superintendent is differentiated from the Associate Superintendent level by its specific assignment as determined by the Superintendent and the Governing Board. It is further differentiated in from the Executive Director in that it is considered part of the superintendency of the district.

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Supervises, evaluates, and provides management direction to staff through executive directors, directors and/or principals including oversight of hiring, termination, succession, compensation and disciplinary actions.		E8
Develops, implements, aligns, and evaluates the district's strategic plan including the district's vision, mission, priorities, strategies, initiatives, procedures, and policies to better support schools, student learning, employees, and continuous improvement as part of the executive management team.		E8
Provides district-wide direction, coordination, and leadership for the day-to-day internal operations of the district. Determines, deploys and evaluates district resources to ensure success and continuity of operations, functions and staff. Recommends and oversees the development and implementation of district policies and administrative procedures.		E8
Oversees, recommends, and approves the development and implementation of district policies and administrative procedures.		E8
Oversees and conducts special studies and project management.		D6

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Attends all regular and special meetings of the Governing Board and executive or study sessions/retreats when requested by the Superintendent. Prepares and presents recommendations, positions, strategy and reports for the Governing Board.		D6
Represents the district with governmental agencies, businesses, civic organizations, and the community to communicate targeted information, and to promote the district/schools' initiatives. Represents the district on all commissions, councils, and committees as assigned.		E8
Leads transformational support, communications and accountability through collaborative work with directors, principals, teachers, staff, and parents to support the work and continuous improvement of schools and to ensure alignment between district and school-based initiatives.		E8
Oversees, ensures and evaluates the effectiveness of programs and services within assigned departments and recommends changes as needed. Oversees, analyzes data and conducts research to make data-driven decisions that improve student achievement and overall district performance. Consults with legal counsel to ensure compliance with state and federal legal requirements.		E8
Oversees and administers budgets of assigned departments and functions. Manages resources to include budget, personnel, and facilities by preparing, maintaining, and providing controls. Monitors overall district budget.		E8
Performs other duties of a similar nature and level as assigned.	As Required	n/a

Training And Experience:

Master's degree and eight years of related operations/function experience including three years of management level experience depending on assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.

Licensing/Certification Requirements:

- AZ Fingerprint Clearance Card may be required based upon assignment.
- May require a State of Arizona Superintendent's certification depending on assignment.

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Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Principles and practices of assigned function;
- Budget management and administration;
- Project management processes and methods;
- Data/financial/operational management, analysis and research methods;
- State and federal reporting requirements related to area of assignment;
- Computer systems and applications related to function;
- Employee supervision and management practices;
- Leadership methods and practices.

Skill In:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Communicating effectively, both orally and in writing;
- Negotiation;
- Working with and across a diverse variety of stakeholders;
- Public relations;
- Operations management;
- Employee supervision;
- Managing studies and projects;
- Conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy, and patience.

ADA and Other Requirements:

Positions in this class typically require: fingering, standing, sitting, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Class History Information:

Prepared: 4/2023