

Assistant Superintendent of Innovation and Learning

Purpose Statement

The job of Assistant Superintendent of Innovation and Learning is done for the purpose/s of overseeing the academic services department; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as an integral member of the leadership team.

This job reports to Superintendent of Schools

Essential Functions

- Collaborates with a wide variety of internal and external groups (e.g. executive directors, academic services directors, department heads, program coordinators, community organizations, regulatory agencies, etc.) for the purpose of implementing program components, carrying out the strategic plan, and addressing organizational objectives.
- Compiles data from internal and external sources for the purpose of developing innovative solutions, analyzing issues, ensuring compliance with policies and procedures, and program evaluation.
- Develops programs for managing curriculum content, resource adoption, strategic plans, school improvement plans, etc. for the purpose of facilitating learning and ensuring compliance with established guidelines.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.
- Facilitates meetings that frequently involve a range of issues (e.g. personnel and financial procedures, regulatory requirements, requests from outside agencies, interdepartmental needs, etc.) for the purpose of communicating information, developing recommendations, guiding and supporting other staff, and serving as District representative.
- Manages curriculum and instruction program and related departments as reflected on the district's organizational chart for the purpose of achieving organizational objectives while complying with established requirements.
- Oversees professional learning opportunities for teachers and administrators for the purpose of providing information on innovation, diversity, equity and inclusion, educational and regulatory changes, and meeting professional growth requirements.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. professional growth, strategic planning, diversity, equity and inclusion, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs a variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.
- Recommends solutions to a wide variety of complex issues for the purpose of addressing the curriculum and education needs of the district in support of the strategic plan.

- Researches a wide variety of topics related to innovation, curriculum, and instructions (e.g. policies, best practices; trends, legislation, etc.) for the purpose of ensuring compliance with established requirements, support of the strategic plan, taking action, and/or responding to requests.
- Responds to a wide variety of inquiries from internal and external sources (e.g. Board of Education, superintendent, administrators, staff, students, parents, community leaders, etc.) for the purpose of identifying relevant issues and recommending or implementing strategic initiatives.
- Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving strategic plan goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: innovative approaches and best practices within curriculum, instruction and assessment; concepts of professional growth; education code; federal and state grants management; pertinent codes, policies, regulations and/or laws; and accounting/bookkeeping principles.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education (Minimum): Masters degree in job-related area.

Education (Preferred):

Equivalency: Doctorate Degree Preferred.

Required Testing

None Specified

Continuing Educ. / Training

Maintain Certificate/License

Certificates and Licenses

Missouri State Teaching Certificate

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

3/5/2020

Salary Grade

See Administrator Salary
Schedule

Revised Date

1/9/2023

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.