

Position Title: Assistant Superintendent

Reports To: Superintendent

Search Description:

The Holden R-III School District is seeking a qualified professional to serve as Assistant Superintendent who can build on the district's legacy and mission by ensuring an excellent education for all students. Future advancement to the superintendency is intended with this position, dependent upon training, performance, and evaluation.

Position Purpose:

To assist the Superintendent in every aspect of school leadership and to inspire, lead, guide and direct members of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence in educational programs and services, so that each individual student enrolled in the school district will be provided with a complete, valuable, meaningful, and personally rewarding education.

Minimum qualifications:

(Applicants will not be considered without meeting the mandatory minimum qualifications)

- Specialist degree or higher in educational administration required
- Valid Missouri administrator certificate required
- Valid Missouri superintendent certification preferred
- Extensive successful teaching experience required
- Experience as a head building principal required

Effective: July 1, 2025

Term: 12-month contract

Salary: Commensurate on experience and degrees held according to the Holden R-III Administrative Salary Schedule (\$85,000 - \$123,000)

Application deadline: Thursday, January 30, 2025.

Job Responsibilities:

Administration

1. Assist the Superintendent, as a member of the Leadership Team, in the general organization/administration of schools.
2. Assist the Superintendent on the development of district protocols and procedures.
3. Work throughout the district in a shared, collaborative effort that benefits student education and development.
4. Attend Board of Education meetings and prepare such reports for the Board and the Superintendent as requested.
5. Assist in the coordination of all Missouri School Improvement Processes and Strategic Plan/CSIP activities.
6. Serve on and/or facilitate district committees as directed by the Superintendent.

Safety

1. Serve as the District's designated Safety Officer.
2. Oversee the Emergency Operations Plan and staff safety training.
3. Perform safety audits on all district property analyzing security requirements and recommending improvements.

Finance

1. Provide input and assist in the development of the budget.
2. Assist the Superintendent on all questions relating to business and financial affairs of the district.
3. Assist the Superintendent in the projection of revenue and expenditures.

Human Resources

1. Oversee the recruitment, interviews, and employment processes for district personnel.
2. Assist the Superintendent in the evaluation of district administrators.
3. Implement an annual comprehensive training program for all employees regarding safety, compliance, and district policies and procedures. Maintain documentation of completed training and onboarding of new staff members.
4. Administer and support building administrators with the school district's evaluation and performance management programs to ensure that standards of employee performance are maintained, constructive feedback is provided, and corrective action is taken when necessary.

Facilities

1. Assist the Superintendent in monitoring the implementation of facility maintenance, grounds maintenance and custodial operations of the school district.
2. Participate in the Long-Range Facility Plan implementation.

Instruction

1. Assists in administering the development and maintenance of a positive educational program designed to foster student achievement and meet the needs of the school community in conformance with Board policies and applicable law.
2. Assists in the development, adoption, or revisions of all courses of study, curriculum, and major changes in curricular resources and time schedules to be used in the schools.
3. Assists with the development and implementation of positive, effective, and research-based strategies utilized by instructional staff.
4. Oversee the administration of the District's Assessment Plan.

Public Relations/Communications

1. Represent the district in its dealings with other school systems, institutions, agencies, local businesses, and community organizations.
2. Assist with the program of public relations to keep the public well-informed of the activities and needs of the school district, establishing a cooperative working relationship between the schools, parents, and community groups.

Other Duties

1. Assist the Superintendent with oversight of all contracted services (transportation, food service, custodial/grounds/maintenance, technology).
2. Keep informed of modern educational thought, practices, and trends in education by attending educational conferences, and by other appropriate means.
3. Assumes other responsibilities and performs other duties as assigned by the Superintendent.

Note: The above description is not meant to be all inclusive of every task or responsibility.

Knowledge, Skills and Abilities

1. Thorough knowledge of current trends in research and practices in public education.
2. Demonstrated competence in leadership, management, interpersonal relations and communications.
3. Ability to maintain and instill high standards of ethics and integrity.
4. Knowledge of teaching methods, educational pedagogy and behavioral management methods successful in school environments.
5. Knowledge of administration and supervision concepts.
6. Knowledge of applicable federal and state laws regarding education, students, professional staff, etc.
7. Ability to organize and coordinate work.
8. Ability to develop and implement projects.
9. Ability to prepare oral or written communications for distribution to the Board of Education, employees, students and parents.
10. Ability to organize multiple tasks and conflicting time constraints.
11. Ability to establish and maintain cooperative working relationships with others in the course of work.
12. Ability to engage in self-evaluation regarding leadership, performance and professional growth.
13. Ability to plan and implement professional development for administrators and teaching staff.
14. Ability to anticipate and address problems that may arise in a resourceful and consistent manner.
15. Ability to use computer network system and software applications as needed.



Announcement of Vacancy - Assistant Superintendent
HOLDEN R-3 SCHOOL DISTRICT
 1612 S Main Street Holden, MO 64040
"Home of the Eagles"
 JOHNSON COUNTY, MISSOURI

Search being conducted by Dr. Mike Hough, Superintendent of Schools
 Holden R-3 is seeking candidates for the position of *Assistant Superintendent*, with intent of future advancement to the superintendency dependent upon training, performance, and evaluation.

County-District Code: 051-152	Schools	Certified Staff	Total Students	<i>The mission for Holden R-3 School District is for all students, upon graduation, to have marketable skills or the basis to be eligible for post-secondary educational opportunities.</i>
Elementary School (PK-05)	1	43	543	
Middle School (06-08)	1	25	300	
High School (09-12)	1	38	393	
Total	3	106	1236	

Annual Operating Budget: \$15,592,986 Total Tax Levy: \$4.5900		Assessed Valuation: \$136,807,069	Administrators: 9 Teachers: 66 Support Staff: 35	District Contracted Technology (Heartland Business Systems)	District Contracted Transportation (FirstStudent)	District Contracted Food Service (Opaa!)
Parents As Teachers Full Day Preschool	A+ Program Alternative Education Program	Family-friendly Academic Calendar	District Operated Before & After School Care	Strong Academic, Athletic, & Extra-Curricular Traditions	Dual Credit Courses with the University of Central Missouri	District Fully Accredited

BOARD OF EDUCATION:

Nathan Haun, President	(2025)	Ann Cates, Member	(2027)
Gerilynn Hoover, Vice President	(2025)	Matt Ferguson, Member	(2026)
Tonyea Inglis, Treasurer	(2027)	Alex Haun, Member	(2026)
Tracy Shumate, Secretary		Bobby Zimmer, Member	(2027)

TIMELINE:

- Applications must be received by: **Thursday, January 30, 2025**
- Contract begins: **Tuesday, July 1, 2025**

SALARY/BENEFITS:

- Salary commensurate with qualifications and experience, according to the Holden R-3 Administrative Salary Schedule. **Salary range: \$85,000 - \$123,000**
- Head Building Principal experience **required**.
- Missouri Superintendent's Certificate or eligibility thereof **preferred**.
- Board paid insurance benefits including health and life.

APPLICATION PROCESS: Go to holdenschools.org/apply, then Current Certified Openings, and apply online.

Contact Information -
Dr. Mike Hough, Superintendent
 1612 S Main Street
 Holden, Missouri 64040

Phone: 816.732.5568
Fax: 816.732.4336
Email: mhough@holdenschools.org

Applicants are asked to not make direct contact with the Board of Education members. Initial applications will be kept confidential; however, all applications, letters of reference, resumes, transcripts, credentials, etc., for the purpose of this application process will, upon receipt, become the sole property of the Holden R-3 Board of Education, and shall remain their property indefinitely.

APPLICATION GUIDELINES:

- Submit a completed application online including current resume with three letters of reference
- Include a cover letter, directed to the Holden R-3 Board of Education, describing reasons for interest in the position
- Include any other supporting documents that would enhance the application file
- Please note that the selected finalist must complete a background check prior to official employment

STATEMENT OF NON-DISCRIMINATION - *In accordance with the provisions of the Americans With Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Educational Amendments of 1972, P.L. 93-112, and Section 504 of the Rehabilitation Act of 1973 and the regulations thereunder, it is the policy of the Holden R-3 School District that no person shall, because of age, sex, race, disability, national origin, or religion, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity of the District, including the employment of staff personnel.*