

Position: Assistant Superintendent

Job Summary: The Assistant Superintendent serves as a vital member of the district's administrative team, overseeing critical areas, including special education services, assisting with facility management, new teacher orientation, training, coordinating the district's mentoring program, and provide direct support to building-level administrators. This role is pivotal in ensuring operational excellence and educational quality across all schools within the district. In addition, the Assistant Superintendent will facilitate ongoing professional development and growth, manage personnel and resources effectively, and uphold the district's commitment to providing outstanding education. The Assistant Superintendent is the second in command at the District level.

Qualifications/Minimum Requirements:

1. At least 10 years of successful experience in teaching and school administration. Superintendent Endorsement is preferred but not required.
2. Demonstrate quality interpersonal skills and personal characteristics necessary for working effectively with staff, parents, and students.
3. Demonstrate ethical and personal integrity consistent with expectations associated with the role of Assistant Superintendent.
4. Encourages an inclusive and respectful environment that aligns with the organization's execution of the district's vision, mission, and goals.
5. Strong communication skills, capable of effective collaboration and negotiation.
6. Proven track record of implementing successful professional development programs in an educational setting.

Reports to: Superintendent of Schools

Responsibilities: *This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. The Assistant Superintendent may be required to perform other duties as requested.*

- **Student Growth and Achievement**
 - a. Chair D90 Evaluation Committee.
 - b. Update and revise evaluation forms processes and conduct training as needed.
 - c. Chair D90 Joint Committee.
 - d. Effectively work with the Superintendent to develop and monitor district policy and administrative regulations related to Student Growth and Achievement.
 - e. Offer mentoring support for new administrators.
 - f. Student achievement data will be monitored in collaboration with the curriculum

director to inform the district improvement process.

- g. In collaboration with special education coordinators, oversee special education programs and service delivery in schools.
 - h. Oversee and enhance the district's special education programs, ensuring compliance with all legal and regulatory requirements.
 - i. Design and conduct orientation and training programs for new teachers and aides, promoting high standards of teaching and support.
 - j. Collaborate with other district leaders to align educational strategies and improve student outcomes.
- **Organizational Leadership**
 - a. Identify, analyze, and resolve problems that impact the District.
 - b. Use strategic initiatives and district performance data to identify appropriate professional development opportunities for staff within the district.
 - c. Demonstrate a clear understanding of the Superintendent/Assistant Superintendent relationship, including appropriate roles and responsibilities.
 - d. Ensure compliance with all applicable local, state, and federal laws/regulations and provide professional development to new administrators.
 - e. Oversee and support the district mentoring program.
 - **District Operations**
 - a. Effectively works with the Superintendent and Administrative Council to develop and monitor district policy and administrative regulations related to District operations.
 - b. Oversee facility updates and improvements in collaboration with the Director of Facilities.
 - c. Demonstrate knowledge appropriate to the role of the Assistant Superintendent regarding financial and budgeting issues for academic, instructional technology, and pupil services programs.
 - d. Work with the Superintendent and district CSBO to successfully accomplish financial and budgetary priorities, including meeting all timelines associated with the annual budget.
 - f. Ensure end-of-year results are consistent with budgetary planning expectations.
 - g. Supervise and evaluate the Director of Facilities and Maintenance, ensuring all school properties' safe and efficient operation.
 - h. Monitor and manage the Human Resources department, oversee staff recruitment, retention, and development, and approve Personnel Transaction Forms.
 - i. Lead initiatives for continuous professional development and growth among all district employees.
 - j. Serve as a key advisor to the Superintendent, contributing to district-wide planning and decision-making.

- k. Serve as the district's homeless liaison to schools and the Regional Office of Education.
- **Communication and Community Relations**
 - a. Work successfully with the administrative team to build support in the community for the district's vision, mission, and long- and short-term priorities.
 - b. Handle media resources skillfully and regularly demonstrate sound judgment when communicating with the public.
 - c. Maximize utilization of multiple methods for delivering accurate and reliable information to the Superintendent, administrative team, staff, and community.
 - d. Build school/community/business partnerships that benefit students and staff.
 - e. Publicize positive updates/events in D90.
 - f. Create media releases for updates/events.
- **Human Resource Management**
 - a. Recruit and offer training in the areas of diversity, equity, and inclusion.
 - b. Attend employee disciplinary hearings and meetings, ensuring due process and adherence to the collective bargaining agreement.
 - c. Oversee worker's compensation and unemployment claims and hearings.
 - d. With support from the Directors of Curriculum and Technology, ensure training and professional development opportunities for all professional staff.
 - e. In collaboration with Human Resources, effectively monitor all aspects of the staffing and personnel.
 - f. Work with supervisors to develop Performance Improvement Plans for staff as needed. Oversee employee grievance matters.

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive health, dental, and vision insurance.
- Retirement plan options.
- Vacation, personal, and sick leave.
- Opportunities for advanced professional training and development.
- 12-month contract