



POSITION

Assistant Superintendent of Teaching Learning, Assessment, Professional Development, All Programs, and District Operations

MAEF Public Charter Schools (MPCS)
Mobile, Alabama

Reports Directly to: Superintendent

Salary: \$125,000 - \$ 135,000.00 a year

- Performance Incentives based upon network academic performance

Position Overview

ACCEL Academy, recognized throughout for its forward-thinking and progressive culture, is seeking an Assistant Superintendent. The Assistant Superintendent is responsible for the general operation of individual schools and the district. This includes but is not limited to, various programs, policies and procedures, special projects, business services, and technology. This position reports directly to the Superintendent. The Assistant Superintendent of Schools oversees the operation of the school district by working with directors, coordinators, principals, and building staff to build vision, set priorities, and develop long and short-range plans for the day-to-day operation of the school district.

Essential Functions

VISION, CONTINUOUS IMPROVEMENT, AND FOCUS ON THE WORK

The Assistant Superintendent shall help establish a vision, expect continuous improvement, and develop a focused plan for achieving district goals. Effective assistant superintendents help facilitate the establishment of a vision for their districts. They articulate this vision clearly, describing what the district can become. This vision drives the district's work.

Representative Elements:

- Assists the Superintendent in overseeing the operation of the school district.
- Works with directors, coordinators, principals, and building staff to build vision, set priorities, and develop long and short-range plans for the day-to-day operation of the school district.
- Assists principals and district-level administrators in the development of leadership skills.
- Attends Board of Education meetings in open and executive sessions as required.
- Assumes such other responsibilities and performs other duties as may be assigned by the superintendent.



Specific Duties

- Establishes and maintains effective relationships with school personnel, and
- Engages the external community.
- Establishes expectations for collaboration, compliance with Network policy and procedures, and quality continuous improvement.
- Works effectively with parents to address needs and concerns
- Communicates and directs all building staff to ensure quality performance at all levels.
- Assists in moving the Network toward embracing diversity and expanding the attitudes and values of our school personnel and students.
- Provides leadership for positive conflict resolution for schools, parents, students, and staff.
- Assumes such other responsibilities and performs other duties as may be assigned by the Superintendent.
- Troubleshoots unanticipated problems related to the operation of the school district.
- Provides leadership in the development, writing, and implementation of policies and procedures for the school district.
- Ensures that the district operations comply with federal, state, and local requirements and reflect the best thinking and practices of educators and professionals in their respective fields.
- Oversees the development of the Alabama Continuous Learning Plan and assists the other administrators and staff with grant acquisition.
- Organizes and leads committees as requested by the Superintendent.
- Works with the Network (District) and building administrators to establish and implement the school and Network's (District's) Alabama Continuous Learning Plan and process.
- Administers negotiated contracts and provides legal assistance for building principals and staff where appropriate through the guidance of the Superintendent and legal counsel.
- Supervises and/or completes reports to the State Department of Education as directed by the Superintendent.
- Attends meetings of the Network (District) Leadership Team, and any other as delegated by the Superintendent.
- Responsible for grades 6-12 curriculum instruction and materials for the district.
- Supervises the performance of those delegated by the Superintendent.
- Assists the Superintendent in overseeing the development and distribution of building and department budgets and manage expenditures as requested.
- Oversees transportation, student services, attendance and safety operations of the district.
- Participates as needed and/or requested in the selection and orientation of principals and other staff.
- Assumes such other responsibilities and performs other duties as may be assigned by the Superintendent.



Qualifications

- Possess a minimum of a master's degree with a degree in educational leadership
- Demonstrated administrative leadership at the building level

Terms

Twelve (12) month, 240-day contract with salary as established by the Board in terms of the Administrative Provisions and based on experience and qualifications.

Salary: \$ 125,000.00 - \$ 135,000.00 a year

- Performance Incentives based upon network academic performance

Benefits: Full-time employees receive health benefits through the Alabama Public Education Employees' Health Insurance Program (PEEHIP) and retirement benefits through the Alabama Teacher Retirement System.

The board members seek a transformational educator who will lead the personalized learning environment. All interested candidates should apply and adhere to the following steps:

1. Email your resume and cover letter to:
jobs@accelacademymobile.com.
Note: Your cover letter must include a response to the following essay question: In 100-400 words, please explain why you are an excellent candidate to lead the students of ACCEL Academy, including any experience and specific data/accomplishments that will demonstrate your ability to meet and/or surpass the goals and mission of ACCEL Academy.
2. All correspondence regarding your application will be sent via email to the email address you place on your resume. Please make sure you enter your address correctly and check your email regularly. If your email account utilizes a SPAM filter, it is your responsibility to identify "@accelacademymobile.com" addresses as "safe" so that you are able to receive email messages from these addresses or save this email address as a contact.
3. All inquiries regarding this position should be emailed to jobs@accelacademymobile.com.
4. All applicants must apply through Hire True. If you do not have a Hire True account, please click the link to register in Hire True. [Candidate Registration for Hire True-PC](#) or [Candidate Registration for Hire True-Phone](#)
5. If you have a Hire True account, [Apply Here](#). Be sure the school system is listed as ACCEL Day and Evening Academy.

Candidates will be evaluated in accordance with their qualifications as well as professional accomplishments with an emphasis on adherence to the application process.



The community and students we serve are diverse, and we are committed to reflecting that diversity in our staff. We strive to have the most diverse applicant pool possible. Thus, we encourage individuals of all backgrounds to apply for any position at ACCEL Day and Evening Academy. By fostering a diverse and inclusive environment, we provide the best educational experience to prepare our students for a future reflective of the world in which we live.

ACCEL does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the network are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____