

The Assistant Director of School Effectiveness supports the work of the department and contributes to the coaching, development, and guidance of school principals and school leadership teams. Under the direction of the Executive Director, the Assistant Director assists with monitoring school progress, supporting implementation of school improvement initiatives, and ensuring alignment with district goals and priorities. The Assistant Director collaborates with directors, coordinators, principals, and school staff to help advance the district's vision, support priority-setting, and contribute to the development of short- and long-range plans. This role provides support in gathering information, analyzing school needs, and offering recommendations to strengthen instructional leadership and operational effectiveness at the school level. The Assistant Director helps review and monitor critical components of school 90-day action plans, provides follow-up support to principals, and helps communicate relevant needs, trends, and feedback to district leadership. The role serves as a connector, helping ensure clear communication and productive collaboration between schools and central office departments. In partnership with the Executive Director, the Assistant Director supports district and school improvement efforts by assisting with implementation, providing coaching, and helping maintain systems of support and accountability that contribute to sustained school performance. The Assistant Director works collaboratively with staff across all departments to promote school and student success and to foster the conditions necessary for continuous improvement throughout the district.

Chain of Command

The Assistant Director reports to the Executive Director of School Effectiveness

Competencies of the Assistant Director School Effectiveness

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Transformational Leadership:** Assumes leadership of a group to rapidly address the need for change within an organization.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn and increase capabilities.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting-edge programs/processes.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

Essential Duties

- Support the Assistant Superintendent/Compliance Officer with discrimination investigations and determinations

- Coordinate all Title IX complaints in collaboration with the Assistant Superintendent/Compliance Officer
- Advise school and district leaders on potential Title IX issues
- Plan and deliver annual Title IX training for district leadership
- Provide guidance and support to district-level and site-based leaders on staffing
- Assist site-based leaders with student discipline concerns across all levels and monitor district/school programs and processes that promote and sustain district-wide progress toward eliminating discipline, and opportunity disparities among all students.
- Supervise implementation and oversight of KASP
- Collaborate with Talent Management and universities to coordinate student teacher placements
- Participate in recruiting and hiring team meetings; contribute to marketing and communication strategies
- Manage online interview systems and support recruitment processes, including job fairs and hiring events
- Assist the Director of Personnel and Sub Desk with hiring processes and long-term substitute placements.
- Other duties as assigned.

04/17/2026

Education and Experience

Bachelor's Degree in appropriate discipline and three years experience in a directly related field are required; based upon assignment, Master's Degree in an appropriate discipline and/or teaching experience may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Preferred Qualifications

Master's degree preferred.

Arizona ADE Teaching certificate and Principal Certification

Experience and demonstrated success as a school/district leader

Licensing/Certification Requirements

AZ Fingerprint Clearance Card

Valid AZ driver's license

7.1.2026