BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Assistant Superintendent - Elementary

Purpose Statement
The Assistant Superintendent - Elementary is responsible for managing the overall operation of assigned elementary programs and services, 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.

Supervisory Relationship
Reports to: Superintendent of Schools
Supervises: Staff members of the Assistant Superintendent's Office and Elementary Principals

Essential Functions
- **Board Meeting Assistance:** Assist the Superintendent with School Board meetings by attending, preparing and presenting reports, and drafting policies and administrative rules.
- **Strategic Planning:** Develop, implement, and maintain a strategic planning process within program areas supervised.
- **Program Supervision:** Oversee Elementary Schools; Special Education Programs; District Reading/Title I Program; and the Title III Program.
- **Budget Management:** Develop and administer budgets for supervised program areas.
- **Class Size and Boundary Monitoring:** Monitor class sizes and elementary school boundaries, providing recommendations for changes.
- **Acting Superintendent:** Serve as Acting Superintendent in the absence of the Superintendent and the other Assistant Superintendent.
- **Curriculum Development:** Supervise the development, coordination, and administration of elementary curriculum, instruction, and professional development.
- **Administrative Decisions:** Make final administrative decisions regarding student transfer requests in grades K-5.
- **Community Collaboration:** Work cooperatively with various community offices and agencies to provide specialized or professional help to students and their parents, serving as the referral agent.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills
- Utilize conflict resolution techniques.
- Operate standard office equipment and pertinent software applications.
- Perform standard bookkeeping.
- Plan and manage projects.
- Prepare and maintain accurate records.

Knowledge
- Perform basic math, including calculations using fractions, percentages, and ratios.
- Read technical information, compose various documents, and facilitate group discussions.
- Solve practical problems.
- Grant administration.
- Community resources.

- Foundation policies and procedures.
- Issues relating to at-risk youth.
- Bookkeeping practices.
- Principles of employee development and management

Abilities
- Schedule a significant number of activities, meetings, and events.
- Gather, collate, and classify data.
- Use basic job-related equipment.
- Work independently and flexibly with a diverse group of individuals and organizations.
- Analyze data using defined processes.
- Build collaborative relationships and handle constant interruptions.

Responsibility
Work under limited supervision following standardized practices and methods. Direct other personnel within a work unit. Manage budgeted funds within a work unit. Utilize significant resources from other work units as needed. Continually impact the organization's services.

Work Environment
Work primarily in an office setting within the school district. Physical demands: some lifting, carrying, pushing, and pulling, and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. Travel to various school sites and district meetings as required.

Experience
Job-related experience with increasing levels of responsibility

Education
Master's degree in a job-related area

Certificates and Licenses
Valid ND teaching certificate with ND Superintendent's Credential

Continuing Education/Training
Participate in ongoing professional development to stay current with educational best practices and policies
Maintains Certificates and/or Licenses

Clearances
Criminal Justice Fingerprint/background check clearance

FLSA Status
Exempt

Salary
To be determined by the School Board

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.