ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: **Interim Assistant Superintendent**	**Department / Building:** Administration / District Office
Reports To: Superintendent	**FLSA Status:** Exempt
Grade / Subgrade: Superintendent	**Bargaining / Work Unit:** Non-Affiliated
Duty Year: 260 days	**Position Last Updated:** 07-01-2026

SECTION II: JOB SUMMARY

The assistant superintendent is a one-year developmental leadership position designed to provide a comprehensive learning experience in public school district administration under the mentorship of the superintendent. The position supports district leadership through participation in strategic planning, governance, educational programming, financial management, operational oversight, and community engagement activities. This position is intended to develop future superintendent leadership capacity through observation, collaboration, project leadership, and guided professional growth. This position is temporary in character and intended to be for one year only to help facilitate a district leadership transition.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	**Statement of duty/responsibility:** Executive Leadership and Strategic Planning
Percent of Time	30%	

Tasks involved in fulfilling above duty/responsibility:

- Assists the superintendent in the planning, implementation, and evaluation of district goals, strategic priorities, and organizational initiatives.
- Participates in district leadership meetings, planning processes, and decision-making activities.

- Conducts research, analyzes information, and prepares recommendations regarding educational, operational, financial, and organizational matters.
- Assists with the review and development of district policies, procedures, and administrative practices.
- Supports long-range planning efforts and district improvement initiatives.
- Performs special projects and assignments as directed by the superintendent.

Duty/Responsibility #	2	**Statement of duty/responsibility:** Educational, Financial, & Operational Learning
Percent of Time	30%	

Tasks involved in fulfilling above duty/responsibility:

- Participates in the review and evaluation of educational programs, student achievement data, and district improvement efforts.
- Assists in monitoring compliance with federal and state laws, regulations, and reporting requirements.
- Participates in district budget development, financial planning, audit review, and resource allocation discussions.
- Assists in reviewing operational systems, facilities planning, enrollment trends, and organizational efficiencies.
- Analyzes data and prepares reports to support informed decision-making and strategic planning.

Duty/Responsibility #	3	**Statement of duty/responsibility:** Governance, Communication, and Community Engagement
Percent of Time	30%	

Tasks involved in fulfilling above duty/responsibility:

- Attends School Board meetings, committee meetings, public hearings, and community events as assigned.
- Assists in preparing reports, presentations, and materials for the superintendent and School Board.
- Represents the District at meetings with community organizations, professional associations, governmental agencies, and stakeholder groups as assigned.
- Supports effective communication and positive relationships among schools, families, staff, community members, and partners.
- Promotes understanding of district priorities, initiatives, and accomplishments through collaborative engagement efforts.

Duty/Responsibility #	4	**Statement of duty/responsibility:** Leadership Development and Superintendent Mentorship
Percent of Time	10%	

- Participates in a structured mentoring relationship with the superintendent designed to develop superintendent-level leadership competencies.
- Engages in professional learning experiences related to governance, school finance, labor relations, strategic planning, communications, and district operations.
- Observes and participates in executive-level decision-making processes across all areas of district leadership.
- Assumes increasing responsibility for assigned projects and initiatives throughout the duration of the one-year assignment.
- Participates in ongoing reflection, feedback, coaching, and professional growth activities to strengthen leadership capacity.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of school administration.
- Knowledge of school board policies, objectives, procedures, and organization.
- Knowledge of transportation policies, vendor contracts, and school bussing
- Knowledge of school personnel and administrative practices, procedures, and methods.
- Demonstrated listening skills.
- Knowledge and ability to establish and maintain effective working relationships with school officials, associates, and the general public.
- Ability to develop and maintain effective working relationships with students, staff, and parents.
- Ability to interpret information and clearly articulate expectations to administration.
- Knowledge, skill, and ability to respond calmly and appropriately in emergency situations.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Master's degree in education administration required.
- MN Superintendent licensure required.
- Doctorate in education administration strongly preferred.

SECTION VI: EXPERIENCE REQUIREMENTS

- Prior successful experience as a superintendent or school administrator strongly preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands					
N = never **/ O =** occasionally (1-33%) **/ F =** Frequently (34-66%) **/ C =** Consistently (67-100%)					
Physical		**Lifting/Carrying**		**Exposure to Environmentals**	
Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds	F	Toxic chemicals	O
Sitting	F	Up to 50 pounds	O	Moving parts	O
Talking in person/on the phone	F	Up to 75 pounds	O	Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	N	Explosives	N
Hearing	F	More than 100 pounds	N	Fumes	N
Feeling, grasping, finger dexterity	F	**Noise Levels**		Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	F
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	F	**Sight**	
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing smell	O			Looking at computer monitor	F

Distinguishing temperature	O			Color vision (identify and distinguish colors)	F
Traveling by automobile	F			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination
St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice
The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.