
ASSISTANT SUPERINTENDENT

Job Title: Assistant Superintendent

Qualifications:

- a. Master's degree in educational leadership or related field
- b. Criminal History Record Check (CHRC)
- c. Assistant Superintendent (015) certification
- d. Experience in coordination of student services, personnel management, preparation of state and federal reports, and implementation of state and federal laws

Reports to: Superintendent

Job Goal: Assist the superintendent in providing leadership in the district's PK-12 instructional program, including curriculum, instruction, assessment, interventions and staff development.

Essential Functions:

- a. Coordinate district curriculum framework
- b. Coordinate district-wide assessment of student skills and proficiencies and evaluation of results to support district efforts to provide research-based, data-driven programs
- c. Coordinate general education interventions
- d. Coordinate and monitor district professional development, including district Educator Effectiveness plans
- e. Develop and manage district Comprehensive Needs Assessment and Consolidated Plan, including reporting the effectiveness of the plan
- f. Write and monitor all federal title applications
- g. Prepare and oversee district Gifted & Talented plan, as well as supervise and evaluate district Gifted & Talented teaching staff
- h. Prepare and oversee district Lau Plan, as well as supervise and evaluate district ELL teaching staff
- i. Supervise and evaluate district library media specialist(s)
- j. Recruit, screen, and hire substitute teaching staff
- k. Coordinate and manage Improvement of Instruction, English Learners, Gifted and Talented, Summer School, Other Support Services, Assessment, and federal title program budgets
- l. Serve as district homeless education liaison
- m. Develop public preschool applications and complete annual report
- n. Continue professional development and attend appropriate professional meetings
- o. Other tasks and responsibilities as may be assigned by the Superintendent

Terms of Employment: As determined by the superintendent

Evaluation: Performance of this job will be evaluated annually by the superintendent in accordance with policy.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.