



ASSISTANT SUPERINTENDENT OF SECONDARY SCHOOLS

Purpose Statement

The job of Assistant Superintendent of Secondary Schools was established for the purpose(s) of directing the delivery of programs and services at the secondary level through site administration; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with Federal, State and Local policies and guidelines; and serving as a member of the District's leadership team.

This job reports to the Superintendent of Schools.

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a variety of sources for the purpose of developing and evaluating programs, complying with financial, legal and/or administrative requirements.
- Coordinates operations among secondary schools (e.g. personnel, budgets, staff development, testing, planning, curriculum, etc.) for the purpose of ensuring that District objectives are achieved and resources are effectively utilized.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Ensures that all schools student performance excels in all subject areas (e.g. by performing coach observations, looking at data, performing classroom observations, planning and participating in leadership team meetings, etc.) for the purpose of meeting district goals for every student.
- Evaluates programs and/or projects (e.g. curriculum, testing, staff development, etc.) for the purpose of carrying out and achieving objectives within area of responsibility.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Manages a wide variety of programs and processes (e.g. staff development, personnel assignments, testing and assessment, curriculum, etc.) for the purpose of ensuring district compliance with established guidelines.
- Monitors budget allocations, expenditures, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, counseling, assignments, etc.) for the purpose of maintain adequate staffing, enhancing productivity of personnel, and achieving objectives within a budget.
- Researches a variety of topics (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.
- Supports and directs secondary school leaders for the purpose of developing instructional leadership and helping them meet ambitious school performance goals.



Other Functions

- Performs other related duties as assigned by the Superintendent for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade those skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; planning and managing various tasks; problem solving; interpersonal aptitude; managing staff/administration performance and administering personnel policies.

KNOWLEDGE is required to review and interpret highly technical information, speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: assessment tools; pertinent laws, codes, policies, and/or regulations; personnel processes; curriculum adoption processes and methods; program and planning development; principles of best teaching practices and learning styles; treatment modalities and assessment; community resources; bookkeeping principles; and concepts of management and supervision.

ABILITY is required to schedule meetings and/or events; often gather, collate, and/or classify data; Flexibility is required to work with others in a variety of circumstances; and operate equipment using a variety of processes. Ability is required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; maintaining confidentiality; setting priorities and meeting deadlines; working as part of a team; working with frequent interruptions; working with detailed information/data; leadership and direction; and adapting to changing work priorities.

Responsibility

Responsibilities include: Working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and supervising the use of funds for multiple departments.

Working Environment

The usual and customary methods of performing the job's functions required the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing.

- EXPERIENCE:** Job related experience with increasing level of responsibility is required.
- EDUCATION:** Master's degree in job related area.
- EQUIVALENCY:** None



REQUIRED TESTING:

CERTIFICATES & LICENSES:
Administration Certification

FLSA STATUS:
Exempt

CONTINUING EDUCATION / TRAINING:
Minimum 5 years' as a Secondary Principal

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Professional