



Littleton Elementary School District Position Description

TITLE: Assistant Superintendent

CLASSIFICATION: Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To function as part of the District Executive Team; to communicate with the Superintendent and Governing Board on an ongoing basis; to assist in the strategic planning of the District; to assume the Superintendent responsibilities in the Superintendent's absence; to represent the District as administrative leader in legal and procedural issues; to provide leadership and supervision of all instructional programs; and to assist in planning for District growth.

SUPERVISES: Principals, Director of Federal Programs, Director of Curriculum and Instruction, and all other staff as assigned. Assists Superintendent in supervision of various aspects of all operations of the District.

PRINCIPAL DUTIES: (essential functions)

- Assists the Superintendent in directing the administration and coordination of the District's educational and operational programs.
- Assists the Superintendent in general administrative operations
- Serves as an Executive Team Member
- Works closely with Superintendent in general Governing Board issues
- Completes personnel evaluations on assigned individuals in a timely manner
- Works with principals on student achievement strategies and programs
- Works with and shares knowledge and experience of curriculum alignment and mapping with individual schools
- Monitors student behavior reports and becomes involved in serious discipline matters to ensure due process
- Effectively communicates with staff, students, and community members at large
- Maintains high level of ethical behavior and confidentiality on all matters
- Communicates to the Superintendent the requirements and needs of the District as perceived by staff members
- Serves as the educational leader responsible for the interpretation of the programs, philosophy, and policies of the District to staff, students, and the community at large
- Attends Board meetings and prepares reports for the Board as requested by the Superintendent
- Assists with growth projects, annual attendance issues, boundary meetings, open enrollment deadlines and offers accompanying recommendations to the Superintendent and Governing Board
- Develops, implements and supervises comprehensive plans for transportation and the safe passage of students to/from school
- Oversees the District Safety/Crisis Committee and related functions
- Oversees Federal Programs and related functions associated with budgets, grants and related areas
- Shares knowledge and experience in implementation of State assessment procedures and NCLB Legislation

- Provides leadership training for administrators with regard to State and Federal educational and legislative issues
- Keeps informed on the latest research, trends, and developments in all areas of education
- Formulates and encourages innovative curricular programs and textbook adoptions that will improve instruction in conjunction with principals, teachers, staff and community members
- Monitors and provides feedback regarding the operation of the District's instructional programs
- Fosters professional growth, mentor teacher programs, staff development and building of staff morale throughout the District
- Represents the District in the investigation and resolution of compliance issues and contractual disputes
- Initiates and administers in-service programs in conjunction with supervisory staff and principals
- Assists in the planning of staff development programs designed to meet specific identified needs in schools, programs, or job functions
- Prepares drafts of needed Board policies and administrative rules for the Superintendent's review
- Keeps the Superintendent informed of pertinent District matters and seeks the Superintendent's counsel or decision as necessary
- Maintains and keeps updated District calendar of all District events
- Provides support and assistance to staff, outside departments, community and businesses as needed using problem solving strategies and common sense with professional, business etiquette
- Participates in annual budget planning and projections for the District
- Shares knowledge and expertise regarding Legislative actions and legal matters that impact the District
- Performs any other job duties as assigned by the Superintendent

KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge of Local, State and Federal Policies, laws and regulations governing public education
- Knowledge of District policies and procedures
- Knowledge of Federal programs
- Knowledge of curriculum development and alignment, staff development, community relations, school facilities, school reform processes, administrative leadership and personnel management
- Knowledge of school administration, school law, finance, facilities, procurement, planning, operational principles and techniques
- Knowledge of short/long term planning as it relates to a growing district
- Knowledge of computer spreadsheet and database software applications
- Knowledge of general office processes and procedures
- Skill in public relations and customer service
- Skill in problem solving and conflict resolution
- Skill in establishing and maintaining effective relationships with co-workers and others
- Skill in managing and directing others
- Skill in analyzing, planning, organizing and administering programs
- Skill in maintaining confidentiality of District issues
- Skill in researching, collecting and analyzing data and preparing reports

PHYSICAL REQUIREMENTS: Positions in this class typically require; standing, walking, talking, hearing, seeing, reaching, stooping, sitting and use of repetitive motions. While performing the duties of this job, the employee may frequently sit for extended periods of time. Lifting and/or movement should be minimal up to 10 pounds. The employee is regularly required to sit and use hands to finger, handle, or feel objects, tools or controls. Specific vision abilities required by this job include close vision as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff. The noise level in the work environment is usually moderate.

QUALIFICATIONS: Minimum of five (5) years of combined administrative experience as principal and District level preferred; MA in Educational Administration or related field required, Doctorate preferred; and appropriate administrative certification (Superintendent and Principal).

REQUIRED LICENSE/CERTIFICATION: Arizona Administrative Certification: Superintendent

TERMS OF EMPLOYMENT: Twelve months. Salary and work year to be established by the Governing Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's Policy on Evaluation of Administrative Personnel.