

USD 416 Job Description

Assistant Superintendent

TITLE: Assistant Superintendent

PURPOSE AND OBJECTIVES OF THE POSITION: To provide leadership to coordinate and supervise specific operations of the school district. To accomplish these tasks, the director works closely with the superintendent, administration, staff, community, and Board of Education of USD #416.

RESPONSIBLE TO: Superintendent of Schools

PAYMENT RATE: According to Negotiated Salary with Board

ESSENTIAL JOB FUNCTIONS:

1. Provide professional leadership in organizing, administering, supervising and evaluation the specific operations of the district.
2. Establish an optimum learning environment within the district.
3. Ensure that all school programs and activities conform to federal, state, and district guidelines.
4. Communicate effectively with members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Support the philosophy and mission of USD #416.

KNOWLEDGE, SKILLS AND ABILITY REQUIRED:

1. Masters degree from an accredited college/university.
2. Minimum of three years certified/licensed teaching experience.
3. Ability to work cooperatively and constructively with others, including the ability to communicate effectively with broad and diverse audiences.
4. Ability to handle a fast-paced, intense work environment.
5. Current Kansas State Teaching Certificate on file in the Central Office.
6. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
7. Desire to continue career improvement.

JOB LOCATION/PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

(Place(s) where work is performed): School buildings (inside/outside)

1. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue
2. Ability to handle a fast-paced, intense work environment.
3. Must occasionally work in noisy and crowded environments, with numerous interruptions

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports, TIDS and use computer/servers				X
Hearing: Must be able to hear well enough to communicate with co-workers				X
Standing/Walking:				X
Climbing/Stooping/Kneeling			X	
Lifting/Pulling/Pushing		X		
Fingering/Grasping/Feeling: Must be able to write, type and use phone system				X

EQUIPMENT *(Machines, devices, tools, etc. used in job performance)*

Computer, telecommunications equipment, copier

CRITICAL SKILLS/EXPERTISE:

1. Assist the superintendent with the general operation of the school district.
2. Help administer the policies, rules, and regulations of the Board of Education.
3. Provide leadership, information, and recommendations to assist the Board of Education in making prudent decisions regarding the operation and management of the schools.
4. Assist in the development and administration of the annual school district budget.
5. Assists with the development of a functioning educational philosophy consistent with the values of the community, teachers, school administration, and Board of Education.
6. Assists with the communication with students, community, staff, and administration.
7. Helps to promote an informed, working relationship between the school district and its patrons.
8. Develop an atmosphere of respect, interest, and enthusiasm within the school district.

9. Helps recognize and encourage outstanding performance by persons within the school district.
10. Provide leadership in planning and organizing staff development activities designed to promote more effective leadership, improve communication, and upgrade instruction.
11. Helps develop a comprehensive curriculum and program of services in cooperation with staff and administration.
12. Maintains compliance with legal and regulatory requirements of the various governmental agencies with regard to certain programs.
13. Keep abreast of new information, innovative ideas and techniques.
14. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
15. Perform all duties required by state and federal statutes and by Board of Education policy and action.
16. Program emphasis includes but is not limited to:
 - a. State & Federal Programs
 - b. Technology coordination
 - c. Vocational Coordination
 - d. Substitute Teachers
 - e. Curriculum Coordination
 - f. Crisis Management
 - g. Job Descriptions Format
 - h. Inservice and Professional Development
 - i. Mentor Program
17. Performs other duties as assigned and in accordance with the provisions of the USD 416 Board of Education.

TERMS OF EMPLOYMENT: Negotiated contract

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the USD 416 Board of Education's policy on Evaluation of Professional Personnel and this job description.