

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 - POSITION DESCRIPTION

TITLE: ASSISTANT SUPERINTENDENT

EMPLOYEE CLASSIFICATION: Exempt, Certified

MINIMUM QUALIFICATIONS:

- Arizona superintendent certification
- Arizona principal certification
- Arizona teacher certification
- Minimum of 15 years in the education profession, with at least 5 years teaching experience and 5 years as a principal preferred
- Have recent experience as a principal or other key district office positions preferred
- Currently active in public school administration or business administration
- Successful experience as an educational leader and strategic planner, capable of delegating administrative authority
- Experience working with a multi-cultural population
- Experienced in school finance, planning, personnel management, curriculum development, public relations, and federal programs administration

OVERVIEW OF JOB DESCRIPTION: The Assistant Superintendent works under and with the superintendent and is the administrative head of the federal program, Title VII, technology, maintenance, grounds and special education departments of the school system. It is his or her duty to administer the policies of the Board and to provide leadership for those departments as well as oversee the National School Lunch program. The assistant superintendent will work closely with the elementary principals in the development of programs and development of staff to best meet the changing needs of the student population.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Assists the Superintendent and principals in the development and maintenance of a positive educational program designed to meet the needs of the community and carry out the policies of the Governing Board.
3. Works with supervisors and the Superintendent in the development, implementation, and supervision of policies regarding organization, finance, instruction, school plant, special education and federal programs for the district.
4. Confers regularly with professional and lay groups concerning the school program, and transmits to the principals and Superintendent suggestions gained from such conferences.
5. Works with the Superintendent and business manager in the preparation of the annual budget for recommendation to the Board for approval.
6. Attends, and participates in, all meetings of the Board, except executive sessions when excluded by the Board.
7. Conducts a continuous evaluation of the progress and the needs of the schools, and keeps the public informed.
8. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the principals and Superintendent informed of trends in education.
9. Informs and advises the Superintendent about the programs, practices, and problems of the schools, and keeps the Superintendent informed of the activities operating under the Superintendent's authority.
10. Holds such meetings of the district's administrators and/or employees, as necessary, for the discussion of matters concerning the improvement and welfare of the schools.
11. Recommends to the Superintendent capital improvement projects which may be necessary for the district to carry out its mission.
12. Submits to the Superintendent a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums of money.
13. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
14. Recommends to the Superintendent and the Board the appointment or dismissal of all employees of the District.
15. Ensures that all employees are evaluated in accordance with the schedule established by the Board.
16. Works with the Superintendent for assignments, defines the duties and coordinates and directs the work of all employees of the District.
17. Recommends all promotions, demotions, and salary changes to the Superintendent.

18. Communicates to all employees all actions of the Board relating to personnel matters for the employees affected.
19. Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, public information and public relations programs to keep the public informed of activities and successes of the schools.
20. Supervises implementation of all constitutional statutory laws, state regulations, and Board policies.
21. Oversees the processing and submission of required reports.
22. Takes prompt action to implement all directives of the Superintendent.
23. Advises the Superintendent on the need for new and/or revised policies.
24. Informs and advises the Superintendent about programs, practices, and problems of the schools, and keeps the Superintendent informed of the activities operating under the district's authority.
25. Performs such other tasks as may be assigned by the Superintendent.

REPORTS TO: Superintendent

SUPERVISES: The Assistant Superintendent shall supervise, either directly or through delegation, all activities and all personnel of the school system as directed by the Superintendent according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.

TERMS OF EMPLOYMENT: Work year to be in accord with Governing Board policy. Salary to be determined by individual training and experience level within the adopted salary schedule.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the Governing Board's policy on evaluation.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.