

ASSISTANT SUPERINTENDENT, LEARNING SUPPORT

PRIMARY FUNCTION:

Under the immediate supervision of the Superintendent of Schools, shall be responsible for the Learning Support Division of the District as well as the following department heads and staff: Principals; Director, Curriculum and Instruction; Director, Special Education/Student Services; Coordinator, Media Services; Coordinator, Special Programs.

Professional Responsibilities

1. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
2. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
3. Maintain personal standards of grooming and professionalism.
4. Maintain standard of promptness in carrying out assignments.
5. Use discretion in all matters not covered by Board policy, reporting his/her action to the Superintendent at the earliest possible time.

ESSENTIAL FUNCTIONS:

1. Act for the Superintendent in the absence of the Superintendent.
2. Assist in public information and communications within and outside the District.
3. Coordinate activities of all personnel assigned to the Learning Support Division.
4. Develop and implement District instructional improvement plan.
5. Direct staff development for instructional managers, certificated personnel and others working directly with students in the classroom.
6. Direct and/or provide the preparation and maintenance of a variety of mandated records and reports.
7. Direct, coordinate, implement and evaluate District programs in accordance with state and federal laws (e.g., IDEA, NCLB), District regulations and other specially funded program requirements.
8. Establish and implement a Districtwide assessment system.
9. Evaluate and monitor instruction in all classrooms in the District.
10. Facilitate the District Curriculum Communications Council.
11. Function as a member of the District Management Team facilitating and participating on committees as assigned.

12. Identify needs of elementary and middle schools of the District and assist principals with determining goals.
13. Meet and confer with a variety of groups and individuals including parents, representatives, District personnel and other authorities concerning individual students and instructional programs; meet with parents regarding specific school issues.
14. Participate in formation of Board policy recommendations at the direction of the Superintendent.
15. Supervise and evaluate Learning Support department heads, principals, and staff directly responsible to him/her and participate in the evaluation of personnel serving in functions in her/her area of responsibility.
16. Supervise the preparation of materials for all educational and student service publications.
17. Use discretion in all matters not covered by Board policy, reporting his/her action to the Superintendent at the earliest possible time.

Other Duties and Responsibilities:

1. Perform other duties within the instructional area assigned by the Superintendent.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate’s personal characteristics, scholastic attainment, ability to communicate effectively and performance.

EXPERIENCE:

Minimum five years teaching experience in a public school setting. Principal experience preferred.

EDUCATION/CREDENTIALS:

Bachelor’s degree, including all courses to meet credential requirements. Teaching credential as established by the state and local governing boards. Appropriate Master’s degree and a Tier 1 Administrative Services credential.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment; subject to driving to conduct work.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials, equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campus and community.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.