

ST. JAMES R-I SCHOOL DISTRICT CERTIFIED POSITION DESCRIPTION

Title: Assistant Superintendent

Updated: 11/28/16

F.L.S.A. Exempt Professional

Qualifications:

1. Specialist in Educational Administration (Ed.S)
2. A minimum of three years teaching experience
3. Principalship and district office experience preferred
4. Prior administrative experience preferred in curriculum, instruction, assessment, and technology
5. Valid Missouri Superintendent Certificate issued by the Department of Elementary and Secondary Education

Reports To: Superintendent

Supervises: Head principals, Technology staff, central office personnel, Great Circle personnel, instructional coaches, process coordinators

Job Goal:

The assistant superintendent will aid the superintendent as required. The assistant superintendent will provide leadership and direction to the district's entire educational program (including professional development, curriculum development, assessment, SpEd, and technology programs). The assistant superintendent will perform all other duties and responsibilities as assigned by the superintendent.

Performance Objectives:

1. Oversees the development, implementation, and evaluation of district, state and federal programs that are related to the improvement of instruction
2. Develops, administers, and evaluates budgets for district, state and federal program curriculum, instructional programs, professional development and support/special programs
3. Maintains communication with educational leaders at the local, state and national levels in order to stay current on educational issues
4. Monitors the curriculum development process
5. Approves course changes/program changes
6. Provides leadership and direction in the implementation of district assessment and evaluation programs
7. Assists Superintendent in the development of board policies and district procedures that maximize learning for all students and staff
8. Closely supervises following: Curriculum, Instruction, Assessment, SpEd, PAT, ELL, Technology, and all Title programs
9. Will serve as district Homeless Coordinator as defined by ESSA regulations
10. Attend Board of Education meetings
11. Comply with federal, state, local, and Board of Education policies and regulations
12. Perform other duties as assigned by the superintendent or the Board of Education

Terms of Employment:

The Board of Education may employ an assistant superintendent of schools for a contract not to exceed three (3) years. The assistant superintendent shall be employed on a 12-month basis. Employment will be secured through a written contract, which will state the terms of the appointment, compensation, vacation time, benefits and other conditions of employment. The assistant superintendent's contract shall be reviewed annually, and may be extended at the discretion of the Board.

Evaluation:

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certificated Personnel (P 4610).