

Assistant Superintendent-Academic Services

Purpose Statement

The job of Assistant Superintendent-Academic Services is done for the purpose/s of managing the overall operation of Academic Services; providing information and serving as a resource to others; achieving defined objectives for Academic Achievement through planning, evaluating, developing, implementing, in accordance with Board policy and the district's Comprehensive School Improvement Plan; serving as an integral member of the leadership team.

This job reports to Superintendent

Essential Functions

- Collaborates with a wide variety of internal and external groups (e.g. department heads, Director of personnel and Community Relations; auditors; Special Services; Human Resources; Librarians; community organizations; regulatory agencies; PLC leaders; Professional development committee; other school districts; Northland CAPS, Northland Career Center; Kansas City Regional Professional Development Center Advisory Board, etc.) for the purpose of implementing program components; creating long and short-term plans; and addressing organizational objectives.
- Compiles data from a wide variety of internal and external sources (e.g. data analysis of student achievement; district curriculum development, etc.) for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- Develops program needs based on significant changes in education, current trends, regulations and state-of-the art developments (e.g. selection of textbooks and other instructional materials; criteria for the evaluation of district programs and performance data; Comprehensive School Improvement Plan; organizational policies; compliance processes; curriculum program evaluation for Board of Education, etc.) for the purpose of evaluating alternatives, and developing and implementing changes.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, guidelines, forms, etc.) for the purpose of implementing and maintaining services and/or programs.
- Manages assigned programs and related department activities (e.g. employee evaluations, separation decisions, employee misconduct, grievance procedures, etc.) for the purpose of achieving organizational objectives while complying with established requirements.
- Monitors assigned programs and/or department activities (e.g. performance standards, (i.e. state tests, ACT, advance placement, accreditation scores-APR, etc.), etc.) for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.
- Participates in a wide variety of meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs a wide variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.
- Presents information on a wide variety of topics (e.g. Program evaluation to BOE; student recognition to BOE; requested reports to Superintendent, Principals, teachers, etc.) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district academic services.

- Recommends solutions to a wide variety of complex issues (e.g. induction of new certified staff; policies and procedures for district summer school program; coordination for evaluation of district programs; performance data; curriculum alignment with state standards, etc.) for the purpose of addressing the operational needs and educational responsibilities of the district.
- Responds to complex and critical reports and inquiries from a wide variety of internal and external sources regarding development, implementation and evaluation of academic services. (e.g. budget, transportation, safety, discipline, etc.) for the purpose of identifying relevant issues and recommending / implementing action plans.
- Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; training, developing and supervising staff; analyzing budgets; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; classifying data and/or information; comparing results; conducting interviews; conducting meetings; counseling and mentoring employees; critical observation; enforcing discipline policies; enforcing rules and regulations; estimating required resources; interviewing techniques and practices; investigating problems.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; current trends and practices in assigned area; education code; principles of employee development and management; project development, goal attainment and time management; accounting/bookkeeping principles; principles of conflict resolution; business telephone etiquette; grammar, spelling and punctuation; knowledge of community resources; practicing cultural competency while working collaboratively with diverse groups and individuals; principles of negotiation/arbitration.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; setting priorities; communicating with diverse groups; working as part of a team; working with detailed information/data; working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing major organizational components; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting,

40% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

State Boards

Certificates and Licenses

Administrators Credential Designated Subject Matter Endorsement

Continuing Educ. / Training

Continuing Education Requirements Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade