

REVERE LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **ASSISTANT SUPERINTENDENT** **File JM**

Reports to: Superintendent

Job Objective: Administers the instructional program and coordinates human resource operations

- Minimum Qualifications:**
- Holds/maintains required state department of education credentials.
 - Demonstrates the ability to advance district goals and objectives through program improvements based on evaluated data and research-based best practices.
 - Ohio Teacher Evaluation System (OTES) credentialed evaluator status is required.
 - Ability to analyze and communicate complex information in easy-to-understand formats.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Effective leadership, communication, problem-solving and time management skills.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Documents/maintains a record free of criminal violations that prohibit public school employment.

- Essential Functions:**
- 1. Professionally manages instructional programs. Actively supervises department staff. Establishes appropriate levels of employee autonomy and accountability.**
- Directs the planning, delivery and advancement of educational programs consistent with the district mission and legal requirements. Implements systemic changes that ensure continuous measurable improvements in student achievement.
 - Directs human resource activities that include: recruiting, selection, classification, compensation, benefits, employee services, regulatory compliance, recordkeeping, organizational development, labor/employee relations, training, etc. Maintains a pool of qualified staff substitutes.
 - Analyzes census and student enrollment data. Interprets emerging staffing needs.
 - Updates job descriptions and the employment section of the staff handbook.
 - Posts open positions. Conducts applicant interviews and background investigations. Recommends appointments. Coordinates employee orientation processes.
 - Administers continuing contracts, demotions, transfers, non-renewals and termination processes.
 - Works with the treasurer's office to ensure employees are placed on the correct salary schedule.
 - Helps formulate salary schedules, benefits and terms/conditions of employment.
 - Coordinates regular labor/management committee meetings.
 - Participates in bargaining unit negotiations and hearing/grievance processes.
 - Efficiently manages concurrent responsibilities. Prioritizes assigned tasks. Develops effective solutions for work-related problems. Completes tasks within required time-frames.
 - Serves as an adviser to the superintendent and active member of the administrative team.
 - Facilitates district compliance with all pertinent local, state and federal laws.
 - Oversees the collection of accurate program data and the timely processing of paperwork.
 - Recruits highly-qualified department staff. Oversees departmental orientation programs.
 - Keeps department staff informed about district plans and activities.
 - Assumes responsibility for the results of delegated duties. Evaluates/documents staff performance.
 - Directs the development of a unified curricular vision for the district. Evaluates curriculum for all Pre K-12 courses. Selects instructional materials. Identifies teaching methods best suited to address state standards and district curriculum goals.
 - Serves on building leadership teams and curriculum development committees.
 - Recommends course additions/grade placements. Verifies graduation requirements.
 - Organizes curriculum for library/media, gifted/talented, ESL and summer intervention programs.
 - Oversees the implementation of grade-level curriculum. Guides staff in the use of formal/informal assessment strategies to gauge student progress toward achievement benchmarks.
 - Monitors literature on teaching effectiveness. Disseminates/models best practices information.
 - Serves on local professional growth committees as directed.
 - Implements the board-approved budget as assigned. Requisitions materials/services. Manages the judicious use of program resources.
 - Directs Comprehensive Continuous Improvement Plan (CCIP) activities.
 - Identifies/secures consultants and other resources necessary to attain program objectives.
 - Upholds fiscal accountability standards. Prepares revenue/expense projections as requested.
 - Works with the superintendent and treasurer to align budget proposals with district goals.

- Oversees student testing programs. Establishes standardized procedures to ensure the accurate recording and timely preservation of test data. Analyzes test results.
- Uses longitudinal analysis of test results to identify emerging student needs, relationships between interventions, achievements and time forecasts for students to master expected skills.
- Identifies opportunities/methods for staff to share timely tangible assessment data with parents.
- Collaboratively resolves problems that impede student learning. Helps staff identify teaching techniques, interventions and aligned resources best suited for each student.
- Advocates for students. Facilitates full access to inclusive educational opportunities.
- Assists staff with pupil management issues. Participates in student planning meetings as needed.
- Evaluates operational performance. Identifies opportunities to improve program services.

2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Cultivates community relationships that promote strong public support for the district.
- Enforces and complies with the Employee Code of Excellence.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides leadership for the advancement of best practices and academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.
- Sustains an effective working environment. Performs all aspects of the job.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Provides prompt notification of personal delays or absences.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.
- Works with staff to ensure shared resources are used effectively.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

5. Keeps informed about workplace safety procedures. Initiates action to manage risks.

- Helps update and implement a comprehensive school safety/emergency operations plan.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes and administrative directives when dealing with discrimination, inappropriate behavior and suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Implements workplace initiatives that advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, ancestry, color, disability, military status, national origin, race, religion, sex and any other legally protected category.

Safety is essential to job performance. The district is an alcohol and drug free work environment. Employees must comply with district policies, workplace safety regulations and health laws.

This job description is not intended to create a contract or alter the terms of board authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates and work schedules vary by position. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program or service revisions, regulatory requirements, technological innovations and unforeseen events.