



ASSISTANT SUPERINTENDENT FOR INSTRUCTION

POSITION SUMMARY

Assist the Superintendent in the administration of the School District by overseeing elementary and middle schools and instructional services for the District including curriculum development, instructional materials, Title 1, English Learning Language program, Talented and Gifted program, Multicultural program, NATIVES program, School-to-Work program, grants, staff development and evaluation activities. Serve as a member of the Superintendent's staff in overall District education planning and implementation.

SUPERVISORY RELATIONSHIPS

Reports to the District Superintendent. Directly or indirectly supervises all staff of the Instruction Department.

PRIMARY DUTIES AND RESPONSIBILITIES

Direct the planning, development, and implementation of all District instructional programs by working cooperatively with administrators of Elementary, Secondary and Educational Support Services to provide an excellent education for all District students.

Direct the monitoring and evaluation of instructional programs; help establish criteria, goals and procedures to be used to ensure the delivery of consistent high quality instructional services.

Oversee the operation and programs of elementary and middle schools, including oversight of school principals. Assist school principals in their functions by problem-solving and responding to their legal, contractual, policy and procedure questions so that decisions they make and the actions are in the best interest of students, teachers, administrators and the District as a whole.

Work directly with the Superintendent and other staff members to develop skills and practices that will improve the performance of District staff. Identify staff development standards. Work with teachers on meeting standards and practices of state license requirements; work with administrators in meeting standards for administration that are used for evaluating performance.

Provides leadership and oversees the District's efforts to eliminate the student achievement gap.

Represent the District at a variety of outside boards and agencies as designated by the Superintendent; serve as the Superintendent's representative at functions and on committees or task forces.

Plan, direct and coordinate department work activities; establish appropriate service and staffing levels; assign projects and programmatic areas of responsibility; allocate resources accordingly; review and evaluate work methods and procedures; meet with key staff to provide direction and to identify and resolve problems.

Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Assess and monitor work load, administrative and support systems; identify opportunities for improvement; direct and implement changes.



ASSISTANT SUPERINTENDENT FOR INSTRUCTION

Responsible for the selection, supervision, and evaluation of assigned staff; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer disciplinary actions; handle sensitive personnel matters and recommend grievance responses.

Develops and administers the department's annual operating budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; monitors budget utilization by schools, department administrators and supervisors.

Oversee the development, preparation and submission of reports required by law or requested by federal, state and local governmental bodies.

Gather information as needed from the Superintendent, board members, District staff, the public and other sources to prepare reports and recommendations to the board.

Serve as a member of the District's collective bargaining team. Ensure that the Superintendent's position is properly represented in negotiation and that the resultant contract is in the mutual interest of both the District taxpayer and representative employees.

Complete special projects as assigned, assist administrators with problem identification and solution, mediate disputes, and develop written reports as appropriate.

Participate in District-wide decision making activities and work directly with the Superintendent to identify issues and practices that affect the future of the District.

Interpret and enforce District policy as it relates to schools, instruction and student services.

Oversee the distribution of resources to schools through the identification of needs and establishment of priorities.

Oversee grant writing management and administration to obtain funding for enhanced instructional programs for educational staff.

Oversee the administration of the District's student open enrollment, tuition waiver, alternative school administration and interdistrict student exchange programs

Make effective recommendations to the Superintendent on the hiring of elementary and middle school principals.

Attend school board meetings and board retreats.

Assist with the school community relations program. Prepare and deliver speeches to community, civic, and educational groups. Provide information and interviews with representatives of the media. Speak to staff, parent, and student-based school groups.

QUALIFICATIONS

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of educational policy and management.



ASSISTANT SUPERINTENDENT FOR INSTRUCTION

Knowledge of the principles and practices of staff and organizational development.

Knowledge of principles and practices of developing staffing plans and schedules for operating schools.

Knowledge of pertinent State law and District policy as it relates to schools.

Knowledge of current research in school improvement planning.

Knowledge of the principles and practices of budget preparation and administration.

Knowledge of the principles of supervision, training and performance evaluation.

Skill in providing leadership in the resolution of complex problems and issues.

Skill in directing professional, technical and administrative support staff.

Ability to develop and administer department goals, objectives and procedures.

Ability to direct, organize, and coordinate the programs of a large and diverse department.

Ability to research, analyze and evaluate new service delivery methods and techniques.

Ability to communicate clearly and concisely, both verbally and in writing

Ability to establish and maintain effective working relationships with those contacted in the course of work including District administrators, staff, various private and public agencies, the public and other interested groups.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Education and Experience:

Master's degree in education or related field and fifteen years of experience in education, including experience as a school principal and as an administrator in a school district; or any combination of experience and training that provides the required knowledge, skills, and abilities.

Other Qualifications:

Oregon School Administration Certificate