

Assistant Superintendent - Elementary

Qualifications: North Dakota Superintendent's Credential
Reports to: Superintendent of Schools
Supervises: Directly supervises the following:

- Staff members of the Assistant Superintendent's Office
- Elementary Principals

Job Goal: To assist the Superintendent substantially and effectively in the task of providing leadership to develop, achieve, and maintain educational programs and services.

Performance Responsibilities:

- The Assistant Superintendent shall assist the Superintendent with School Board meetings by attending Board meetings, preparing and presenting reports, and preparing drafts of policies and administrative rules.
- The Assistant Superintendent shall assist the Superintendent with the development, implementation and maintenance of a strategic planning process within program areas supervised by this position.
- The Assistant Superintendent shall supervise Elementary Schools; Special Education Programs; Gifted and Talented Program; District Reading/Title I Program; and the Title III, Title VI, and McKinney Vento programs.
- The Assistant Superintendent is responsible for developing and administering a budget for program areas supervised by this position.
- The Assistant Superintendent shall monitor class size and elementary school boundaries and provide recommendations on changes to the Superintendent.
- The Assistant Superintendent shall act as Superintendent in the absence of the Superintendent and the other Assistant Superintendent.
- The Assistant Superintendent shall supervise development, coordination and administration of elementary curriculum, instruction, and professional development.
- The Assistant Superintendent shall coordinate and monitor the program for home-educated students as required by state law.
- The Assistant Superintendent will assure compliance with district, state, and federal regulations and requirements for all programs and staff under his/her supervision.
- The Assistant Superintendent will make final administrative decisions regarding student transfer requests and open enrollment in grades K – 5.
- The Assistant Superintendent will work cooperatively with the various offices and agencies within the community that may provide specialized or professional help to students and their parents, and serve as the referral agent to those offices and agencies.
- The Assistant Superintendent will perform such other tasks and assume such other responsibilities as the Superintendent may assign from time to time.

Terms of Employment: Twelve month position. Salary to be determined by the School Board.

Evaluation: Annual evaluation by the Superintendent.

Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS are required to perform multiple, 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: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; and performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: grant administration; community resources; foundation policies and procedures; and issues relating to at-risk youth; bookkeeping practices; concepts of grammar and punctuation.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined 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 specific, 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 limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to 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 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations.

Experience: Job-related experience with increasing levels of responsibility

Education: Master's degree

Certificates/Licenses: A valid ND teaching certificate with ND Superintendent's Credential

Clearances: Fingerprint/background check clearance

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