

REYNOLDS SD 7

Assistant Superintendent (Assistant Superintendent 12162024 TBD)

JOB POSTING

Job Details

Title

Assistant Superintendent

Posting ID

Assistant Superintendent 12162024 TBD

Description

Job Title: Assistant Superintendent

FLSA Status: Exempt

Reports to: Superintendent

Term of Employment: 240 Days

Classification: Administrative (member of the District Leadership Team)

Date Revised: 12/10/2024

Dept./School District Pay Range: \$161,269 to \$204,290

Job Summary:

Assist the Superintendent in administering the School District by overseeing elementary and secondary schools and instructional services, including curriculum development, assessment and evaluation, student services, instructional materials, Federal Programs, the English Language Development program, the Talented and Gifted program, the School-to-Work program, grants, staff development, and related activities. Serve as a member of the Superintendent's Cabinet, contributing to overall District education planning and implementation. Act as the lead executive officer managing all schools and academic operations, providing day-to-day leadership for the School District, directing all departments to ensure alignment with Board and Superintendent objectives and goals, and keeping the Superintendent informed of changes in trends, laws, rules, or regulations. Advise the Superintendent on district-wide issues, communicate with the School Board, and engage with key stakeholders, including students, teachers, families, community members, business and civic leaders, and other interested parties.

Leadership and Strategic Planning

- Assist in the planning, organization, and management of District operations.
- Support the Superintendent in reviewing and revising the District's strategic plan and measuring progress toward its goals.
- Establishes an effective working relationship with the State Superintendent and School Board to accomplish goals and objectives.
- Participate in District-wide decision-making activities and help identify practices affecting the future of the District.
- Act as the Superintendent in their absence and represent them at functions, committees, and task forces.
- Attend School Board meetings/work sessions; and prepares and presents reports for the School Board as requested and directed.
- Engage and collaborate with key stakeholders, including staff, students, families, community organizations, and civic leaders.
- Represent the District at external boards, agencies, and community events.

Academic Programs and Instructional Leadership

- Evaluate and recommend innovative strategies to enhance student achievement.
- Direct the planning, development, and implementation of instructional programs in collaboration with Elementary, Secondary, and Educational Support Services administrators.
- Establish criteria, goals, and procedures to ensure consistent, high-quality instructional services.
- Monitor and evaluate the effectiveness of instructional programs and recommend modifications as needed.

Equity and Diversity

- Promote diversity and equity at all levels, ensuring diverse representation among teachers, staff, and administrators.
- Develop and oversee programs to ensure equity and equal access to educational opportunities.
- Evaluate the effectiveness of equity initiatives and collaborate with community organizations to
- formulate recommendations.

Accountability and Performance Evaluation

- Coordinate systematic gathering and reporting of meaningful data on District operations.
- Monitor and evaluate the performance of programs and services, providing feedback to staff and recommending changes as needed.
- Support compliance with state licensure and performance evaluation standards for teachers and administrators.

Resource Allocation and Budget Management

- Direct the equitable distribution of resources to schools based on identified needs and priorities.
- Oversee grant writing, administration, and funding for enhanced instructional programs.
- Develop budgets for all departments within the areas of responsibility and control expenditures within approved budgets.
- Evaluate the performance of assigned personnel in accordance with law, code, and Board policy.
- Advise the Superintendent on all fiscal and operational matters.

Support Services and Operations

- Coordinate support services with the operational needs of the District.
- Oversee the administration of alternative schools, charter schools, and partnerships.
- Ensure a sound organizational structure for operations; supervise, evaluate, and direct the work of assigned personnel.
- Identify opportunities to improve administrative systems and direct the implementation of necessary
- changes.

Reporting and Special Projects

- Oversee the preparation and submission of reports required by federal, state, and local authorities.
- Prepare reports and recommendations for the Superintendent and Board, gathering input from staff, the public, and other sources.
- Manage special projects, mediate disputes, and develop written reports as necessary

QUALIFICATIONS

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of educational policy and management. 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, and the public and other interested groups.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Education and/or 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:

- Current TSPC issued Oregon Administrator license required with proper endorsement/authorization The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the Assistant Superintendent. The individual in this role may be required to perform other related duties as assigned by the Superintendent. The job description serves as a guideline for the primary functions and responsibilities, but the Assistant Superintendent is expected to be flexible and responsive to the evolving needs of the organization. Duties and responsibilities may change to meet the goals and objectives of Reynolds School District.

Shift Type **Full Time**
Salary Range **\$161,269.00 - \$204,290.00 / Annual**
Location **REYNOLDS SCHOOL DISTRICT**

Applications Accepted

Start Date **12/16/2024**

Job Contact

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