



St. Helens School District
St. Helens, OR
Job Description

Job Title: Assistant Superintendent / Teaching & Learning
Reports To: Superintendent

JOB SUMMARY

The Assistant Superintendent is a vital leadership role focused on assisting the Superintendent in the administration, planning, and coordination of District-wide educational programs. This position plays a central role in achieving the District's goals of increasing elementary-level literacy, preparing students for post-graduation success, and fostering a sense of belonging for all within each of the District's schools.

Responsibilities include using a keenly-developed equity lens to guide policy and program development with a high level of fidelity in implementation, providing educational leadership, aligning initiatives with the District's strategic vision, promoting capacity building, managing financial stewardship, and ensuring that all students flourish in a caring and inclusive environment.

The Assistant Superintendent is instrumental in driving continuous improvement and optimizing resource investments while contributing to the overall leadership and operation of the District. The Assistant Superintendent will possess extensive educational leadership experience, strong communication skills, and a commitment to enhancing student achievement and equitable outcomes for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Provides leadership to the District Teaching and Learning department.
 - Excellent communication skills.
 - Strategic planning oversight.
 - Provides oversight and guidance to the District's professional development program using evidence-based strategies and mentorship to the teaching and learning team and school administrators.
 - Uses data to inform and drive District level decisions.
 - Has knowledge and skills in budgeting and budget oversight.
 - Guides the District's equity plan.
 - Ensures the ongoing evaluation and improvement of the District's instructional programs by directing the systematic review of curriculum and instruction offerings and recommending revisions as appropriate.
 - Collaborates with the Superintendent in working with the school board, including delivering board presentations and engaging with board members on district initiatives.
 - Leads and promotes educational equity, ensuring that each student receives the resources and opportunities necessary for success.
 - Develops and implements a clear vision for academic services in a PK-12 school system.
 - Demonstrates strong analytical and problem-solving skills.
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SUPERVISORY RESPONSIBILITIES

The Assistant Superintendent supervises employees in the Teaching and Learning Department and school principals at the direction of the Superintendent, in accordance with district policies and applicable laws.

Responsibilities include:

- Interviewing, hiring, and training employees.
- Assigning and directing work.
- Evaluating and appraising performance.
- Implementing disciplinary actions as needed.
- Addressing concerns and resolving issues in collaboration with the Human Resources Department.

Department/School Management

- Assist the Superintendent in managing PK-12 school operations.
- Consult with legal counsel as needed regarding school operations.
- Lead the district's equity vision by implementing policies and initiatives that foster an inclusive learning environment.
- Participate in district-wide decision-making and collaborate with executive staff to shape the future of the district.
- Interpret and implement district policies as they relate to department and school functions.
- Provide ongoing support to the Student Services Department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

- Applicable TSPC Administrative License or ability to obtain such a license if coming from another state.
- Demonstrated educational leadership experience.
- A minimum of three to five (3-5) years of school-based leadership experience.
- Knowledge of policy development, implementation, and revision.
- Valid state driver's license.
- Strong leadership and supervisory abilities.
- Master's degree in Curriculum and Instruction preferred.

PREFERRED QUALIFICATIONS:

Education & Certification:

- Master's degree (required) or Doctorate (preferred) in Educational Leadership, Curriculum & Instruction, or a related field.
- Valid state administrative license/certification (e.g., Superintendent or Principal license).
- Evidence of ongoing professional development and leadership training.

Leadership & Experience:

- Minimum 5-10 years of progressive leadership experience in K-12 education, including experience as a principal, director, or district-level administrator.

- Proven track record of improving student achievement and implementing instructional best practices.
- Experience leading curriculum development, assessment, and professional learning initiatives.
- Strong understanding of Multi-Tiered Systems of Support (MTSS), instructional coaching, and equity-focused education.
- Experience managing large-scale budgets, grants, and district-wide academic programs.

Instructional Expertise & Innovation:

- Deep knowledge of standards-based instruction, assessment literacy, and data-driven decision-making.
- Experience leading and scaling personalized learning, digital learning initiatives, and innovative instructional models.
- Expertise in culturally responsive teaching and equity-driven educational leadership.
- Strong experience leading Professional Learning Communities (PLCs) and educator capacity-building.

Collaboration & Community Engagement:

- Ability to build and maintain strong relationships with principals, teachers, families, and community stakeholders.
- Skilled at facilitating cross-functional teams and engaging staff in shared leadership and decision-making.
- Strong public speaking, communication, and interpersonal skills.

Operational & Strategic Leadership:

- Experience developing and implementing strategic plans aligned with district priorities and student outcomes.
- Ability to oversee district-wide curriculum adoption, instructional frameworks, and accreditation processes.
- Knowledge of state and federal education policies, funding structures, and compliance requirements.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge:

- Standards-based instruction and curriculum development.
- Multi-Tiered Systems of Support (MTSS) and instructional best practices.
- Data analysis for student achievement and program evaluation.
- State and federal education laws, policies, and compliance requirements.
- Professional learning models and instructional coaching.

Skills:

- Strategic planning and decision-making.
- Leadership development and capacity building.
- Budget management and resource allocation.
- Effective communication and stakeholder engagement.
- Change management and innovation in education.

Abilities:

- Foster collaboration among school leaders, teachers, and community partners.
- Drive systemic improvement in teaching and learning.
- Lead district-wide professional development initiatives.
- Analyze and use data to inform instruction and policy.
- Adapt to evolving educational trends and challenges.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; and use hand dexterity for the computer work and keyboarding skills at a minimum of 45 words per minute, handle or feel and reach with hands and arms. The employee is frequently required to stand for extended periods of time. The employee must lift and/or move up to 30 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

Perform work beyond a standard 40-hour work week when workload requires.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Assistant Superintendent will frequently work beyond an eight-hour day and a five-day week to take care of daily work, attend meetings, conferences and District/school activities. A substantial portion of the work will involve conflict resolution and sensitive, highly confidential communication with employees. Requests and issues are often received which require immediate attention, sound judgment and responsiveness.

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OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 3/2025

I have read and understand this job description.

Signature: _____

Date: _____