

# ASSOCIATE SUPERINTENDENT

## TEACHING AND LEARNING

### Superintendent's Office

#### **Purpose:**

The Associate Superintendent, Teaching and Learning is the lead executive officer overseeing the management of all schools and all academic operations. The Associate Superintendent, Teaching and Learning leads the work of Curriculum, Instruction and Assessment, Multilingual Learning and Services, Student Services, Special Education and Career and Tech Education, ensuring that all schools are meeting the highest academic aspirations of the District, and that central office efforts support the District's mission.

**Reports to:** Superintendent

#### **Nature & Scope:**

The Associate Superintendent, Teaching and Learning operates under the guidance of the Superintendent. The Associate Superintendent, Teaching and Learning acts both as a close advisor to the Superintendent and as an executive overseeing all schools and strategic central office departments that deeply tie into the academic mission. The incumbent has chief accountability and responsibility for a significant portion of the work of the District, and as a result has a dramatic impact on the achievement of students and the overall success of the organization.

#### **Essential Job Functions:**

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Oversees the leadership of all schools, and the Teaching and Learning, Multilingual Department, Student Services, Special Education and Career and Tech Education departments. Oversees the management of various activities, and sets priorities and goals for work plans and projects, providing guidance to department administrators and managers.
3. Provides administrative leadership for the District's day-to-day operations and related support activities; provides leadership for implementation and monitoring of services; supports assessment and tracking of progress towards strategic plan goal achievement and implementation in order to support accomplishment of plan objectives.
4. Provides advice and counsel to the Superintendent, and assumes responsibilities as delegated by the Superintendent.
5. Provides leadership in the development and implementation of reform and innovation initiatives that are aligned to the District's strategic plan.

6. Assures the efficient and professional operation of all schools and assigned departments by developing and implementing policies, regulations and procedures consistent with statutes, regulations and school board directives – and building a collaborative culture with employees who will carry out the activities of the strategic plan.
7. Develops and maintains clear and inclusive decision-making processes to ensure integration of academic supports and services, as well as effective ongoing technical and operational management of the schools.
8. Leads, manages, and/or participates in integrated planning efforts including cross-functional issues and projects which require inter-department coordination. Ensures integration of all appropriate internal staff in key decision-making and implementation processes including, but not limited to: policy and procedures, staffing, budget development, equitable access, collective bargaining, capital planning, labor relations, capacity management and technology systems.
9. Serves as an advisor to the Superintendent and a member of the Superintendent's Cabinet and provides counsel and expertise to the Superintendent, the Board of Education, District officials, administrators, and staff in matters pertaining to assigned areas of responsibility.
10. Contributes to effective District leadership by serving as a resource and providing direction on a wide range of issues and by assisting supervisors and staff in resolving problems and responding to the most sensitive or complex inquiries or complaints.
11. Participates in the District-wide budget process and assumes a major role in the allocation of resources among schools.
12. Represents the District at special interest or other public meetings regarding academic programs.
13. Develops and implements strategies that result in strong instructional leadership and enhance teaching quality.
14. Oversees regular inspections to ensure compliance with District policies; evaluates areas that need improvement and develops recommendations and action plans.
15. Assists with the development of District policies.
16. Testifies at hearings regarding academic or personnel issues.
17. Provides leadership and helps facilitate the recruitment of members for committees and task forces. Represents the District on committees and task forces as appropriate.
18. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
19. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

### **Required Qualifications:**

1. Must have or qualify for an Oregon Administrative credential.
2. Must have at least five years experience in a supervisory capacity.
3. Must possess a record of distinction as a school principal.
4. Must possess a record of leading schools to high levels of student achievement

5. Must possess excellent written and oral communication skills.
6. Must hold a valid Oregon or Washington driver's license.

**Desired Qualifications:**

1. Bilingual.

**Working Conditions:**

The Associate Superintendent, Teaching and Learning works primarily within an office building and frequently within school buildings. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases.

**Work Year:** 255 days

**Bargaining Unit:** Non-represented

**FLSA Status:** Exempt

**Date Approved:** March 2022

**Date Revised:** March 19, 2025

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.