

Board Policy

Code No. 304.5E1

ADMINISTRATIVE DUTIES -- ASSISTANT SUPERINTENDENT

TITLE: ASSISTANT SUPERINTENDENT

QUALIFICATIONS:

1. Appropriate Iowa Administrative Certificate; Superintendent's endorsement
2. Minimum of ten years of successful experience in teaching and school administration.
3. Minimum Education Specialist degree in educational administration, curriculum and instruction, or related field. Earned Doctorate preferred in same areas.
4. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Superintendent

SUPERVISES: District employees as designated by the Superintendent

RESPONSIBILITIES:

1. Makes decisions and demonstrates instructional leadership that support the mission, goals, and interests of the District and of students.
2. Plans and directs K-12 curriculum and curriculum development to meet the educational goals of the District.
3. Leads the development and coordination of instructional staff development programs of the District.
4. Assists in the preparation, while monitoring and controlling spending for instruction in accordance with the annual budget.
5. Directs the state and federally funded educational programs for the District.
6. Maintains educational liaison with other governmental units (i.e. DE and AEA) and other civic groups having an interest in schools.
7. Assists the Superintendent in the evaluation of District administrators.
8. Develops and assesses effectiveness of building administrators in their roles as instructional leaders, including the evaluation of instruction and educational programs.
9. Plans, implements, and directs a needs assessment of the District in accordance with district school improvement plans and policy.
10. Plans, implements, and directs the District's summer school program.
11. Plans, implements, and directs the District's student assessment programs, and utilizes the results for goal setting and instructional improvement.
12. Directs efforts that provide grant funds for the benefit of the District's educational programs.
13. Coordinates and plans all certified staff development (including new teacher orientation).
14. Coordinates the Iowa Competent Private Instruction program.
15. Approves professional leave for certified staff.
16. Serves as and directs the District's Level I Investigator for Allegations of Child Abuse by School Employees.

17. Supervises and evaluates District personnel, programming, and planning: Technology and Instructional Leader, Talented and Gifted, English Language Learner, Student Services (At Risk) Program Leader, and School-To-Work programming.
18. Assists the superintendent with the development of school improvement both at the district and building levels
19. Serves as acting superintendent in the Superintendent's absence.
20. Performs other duties as assigned by the Superintendent.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of District Policy.

*Revised: June 19, 2006
January 11, 2010
August 1, 2011*

*Reapproved: June 19, 2006
January 11, 2010
August 1, 2011*