

Assistant Superintendent of Instructional Services

Reports to: Board of Directors

Qualifications

Education:	Specialist's Degree in Educational Administration
Certification:	Valid Missouri Superintendent's Certification
Experience:	Three (3) years previous administrative and/or supervisory experience.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Responsible for the academic side of district operations and programs.
2. Assist in the determination of the types of programs needed by the schools and make appropriate recommendations to the Superintendent and Board.
3. Oversee Elementary Secondary Education.
4. Oversee the formulation and implementation of Board policies and administrative policies.
5. Conduct the evaluation of certified Administrative staff and oversee certificated staff evaluation procedures.
6. Oversee all district teacher certification.
7. Chair the district's MSIP, preparing documentation, preparing a Comprehensive School Improvement Plan (CSIP) and other activities pertaining to MSIP.
8. Oversee the hiring process for certificated staff.
9. Assume responsibility for discipline appeals regarding students.
10. Coordinate a program evaluation reporting schedule for all district programs/services.
11. Determine residency status and waivers of students.
12. Be involved with appropriate civic organizations/activities.

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13. Participate in professional growth activities: attend relevant state and local professional development workshops and conferences.
14. Serve as ex-officio member and advisor of Professional Development Committee.
15. Coordinate district certificated PD program including Teacher Induction Program (TIP), Teacher Optimizing Practices (TOP), and Servant Leadership.

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 essential functions.

Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

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

Conditions and Environment

The work environment is consistent with a typical office environment.

Evaluation of Performance and Employment

The Assistant Superintendent will be considered for re-election at the regular February meeting of the Board of Education at which time the term and length of contract along with salary may be set.

Length of Contract

12 months

Type of Position

Exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.