

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: ASSISTANT SUPERINTENDENT **File 102**

Reports to: Superintendent

Job Objectives:

- Assists the superintendent with the planning, organization, and operation of the school district.
- Assists with hiring, purchasing, and facilities planning.
- Provides staff leadership.
- Administers districtwide curriculum and staff development activities.
- Promotes an effective learning environment.
- Encourages program innovations.
- Promotes close working relationships with parents, students, and staff.
- Keeps the superintendent informed about emerging issues.

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment.
- Master's degree or higher with training in curriculum and instruction.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Strong organizational, planning, and project management skills.

Responsibilities and Essential Functions:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the delivery and continuous improvement of curriculum and instruction programs to advance the district's written, implemented, and assessed curricula and mandated proficiencies.
- Supervises and directs the teacher residency program.
- Oversees Title Programs and maintains the district's CCIP through ODE.
- Oversees the budgeting, implementation, and documentation of state/ federal grants through the district's CCIP and through the collaboration of district personnel.
- Oversees the district's Gifted Program.
- Manages, documents, recommends, and trains certified substitutes.
- Oversees district Health Service Program. Works in conjunction/ collaboration with the Lorain County Health Department.
- Serves as the districts Homeless Liaison with the Lorain County ESC.
- Manages, documents, and oversees Limited English Proficient program for the district
- Administers and maintains district's Credit Flexibility/Acceleration policies.
- Builds and participates the district's Master Teacher Program.
- Reviews, implements, participates and updates district interview process.
- Supervises, implements and maintains district's professional development program.
- Supervises the district's technology program.
- Participates as an active member of the district's management team in negotiations.
- Upholds board policies and follows administrative procedures.
- Addresses issues that arise during the absence of the superintendent.
- Maintains visibility.
- Promotes a favorable image of the school district.
- Builds community partnerships that enhance district programs and services.
- Helps develop and implement the district's continuous improvement plan/strategic plan.

- Helps evaluate the ongoing relevance of board policies.
- Develops recommendations to update administrative procedures.
- Uses personal discretion to address emergency situations not covered by administrative procedures.
- Reports actions undertaken to the superintendent.
- Serves as a liaison to residents, other school systems, institutions, and community organizations as directed.
- Works with the community to maintain a strong commitment of financial support.
- Provides staff leadership.
- Develops action plans for staff.
- Helps resolve problems.
- Maintains open and effective communications with staff and the community.
- Administers the board-approved budget for assigned areas of responsibility.
- Chairs the district's curriculum committee.
- Develops, implements, and evaluates curriculum for all K-12 course offerings.
- Recommends the addition and grade placement of courses.
- Oversees the evaluation and selection of new books, equipment, and other instructional supplies.
- Helps develop the school calendar.
- Oversees kindergarten registration and administers the open enrollment process.
- Promotes the continuity of the instructional program.
- Provides insights about the progression of student skills and key contributions made by staff at each level.
- Oversees proficiency and alternative testing programs.
- Analyzes test results.
- Provides staff direction for instructional modifications and interventions that enhance student learning and improve test performance.
- Encourages staff to develop and disseminate innovative program materials.
- Helps staff resolve problems that impede student learning and/or participation in appropriate peer group activities.
- Administer policies related to the promotion, retention, and assignment of students.
- Organizes curriculum for summer school intervention programs.
- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Maintains effective relationships with community services :
- Maintains high standards and upholds the student conduct code.
- Helps teachers and administrators with discipline and pupil management issues.
- Prepares student discipline recommendations for the superintendent's consideration.
- Participates in staff selection and orientation processes as directed.
- Expresses high expectations and monitors staff performance.
- Collaborates with supervisors to improve staff competencies.
- Supports opportunities for staff to develop new skills.
- Conducts staff evaluations.
- Provides leadership in the planning and delivery of staff development programs that improve teacher outcomes (e.g., methods, skills, commitment, etc.).
- Serves on the local professional growth committees :
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Supervises the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.).
- Helps plan and coordinate instructional and management use of district computers.
- Promotes the effective use of available technology in records management activities.
- Upholds computer technology acceptable use policies.

- Respects personal privacy.
- Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.).
- Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Encourages parent organizations.
- Supports and participates in school and student activities as time permits.
- Supports appropriate research and pilot projects.
- Identifies and recommends funding opportunities.
- Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved

operating procedures, productivity factors, and unforeseen events.

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