

Assistant Superintendent, Elementary Education

JOB STATUS: OPEN

POSTING DATE: 02/25/2019

CLOSING DATE: 03/22/2019 11:59 PM

POSTING NUMBER: 00003730

LOCATION: Elementary Education

POSITION TITLE: Assistant Superintendent, Elementary Education

JOB DESCRIPTION:

Primary Purpose: To provide leadership in the successful implementation and evaluation of curriculum and instruction for Pre-Kindergarten through fifth grade. Ensures the seamless transition from the elementary to the secondary level. Assists in selecting and supporting the candidates in the campus leadership pipeline.

RESPONSIBILITIES:

Major Responsibilities and Duties

Leadership

1. Articulates the District's mission to the community and solicits its support in realizing the mission.
2. Demonstrates awareness of the district/community needs and assists in initiating activities to meet those needs in Cabinet level decision making.
3. Participates in local efforts and organizations to demonstrate the District's support of student needs and of the community.
4. Communicates and interprets district and/or campus goals, Board policies, administrative procedures and T.E.A. regulations to appropriate audiences.

Instructional Management

1. Works with appropriate personnel in the development and coordination of the budget that pertains to elementary curriculum and instruction.
2. Assists in the recruitment, screening and training of instructional personnel on each campus.
3. Works with elementary principals in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the District.
4. Plans the necessary time, resources and materials to support accomplishment of educational goals.
5. Facilitates and mediates situations, concerns, or grievances from campuses (student, parent, or employee) and works to develop solutions.
6. Takes initiative to maintain a strong knowledge base of best practice.

School/Organizational Climate

1. Monitors the instructional/administrative programs by working with elementary principals and other appropriate staff members.
2. Provides for effective communication with staff, media, community and Board.
3. Promotes a positive, caring climate for learning.
4. Deals sensitively and fairly with persons from diverse cultural and socioeconomic backgrounds.
5. Demonstrates skill in conflict resolution with administrators, parents, teachers, staff and community.
6. Employs effective interpersonal skills.
7. Reports instructional efforts and results to the Board as requested.
8. Assists in formulation of school board and administrative policies for elementary programs for the District.

School/Organizational Improvement

1. Works with the building principal to evaluate and review the performance of assistant principals assigned curriculum and administrative responsibilities.
2. Participates in the district level decision process to establish and review the District's goals and objectives and major classroom instructional programs of the District.
3. Develops all elementary courses of study, handbooks and curriculum materials.
4. Assists elementary principals in budget process.
5. Implements the policies established by federal and state law, State Board of Education rule and local Board policy in the area of curriculum and instruction.
6. Approves elementary staff development plans for the District.

Administration and Fiscal/Facilities Management

1. Ensures that programs are cost effective and funds are managed prudently.
2. Compiles budgets and cost estimates based upon documented program needs.
3. Evaluates job performance of employees to ensure effectiveness.
4. Collaborates with staff to compile and report projections of personnel and facility needs.

Student Management

1. Conducts conferences with parents, students and principals concerning school and student issues.
2. Works with parents and campus personnel to resolve instructional/disciplinary conflicts.
3. Demonstrates the use of appropriate and effective techniques for community and parent involvement.

School/Community Relations

1. Promotes and maintains effective public communications regarding elementary programs.
2. Demonstrates awareness of District/community needs and initiates activities to meet those identified needs.

Personnel Management

1. Assists as appropriate with the Texas Teacher Evaluation and Support System (T-TESS).
2. Conducts monthly meetings with elementary principals, assistant principals, coordinators, teachers and others as assigned.
3. Evaluates principals and others assigned yearly and participate in the evaluations of principals and others assigned that are up for contract renewal.
4. Provides information and assists elementary campus personnel in maintaining compliance with district, state and federal policies and regulations.

Professional Growth and Development

1. Engages in professional meetings offered at local, state and national levels and disseminate information.
2. Develops needed professional skills appropriate to job assignments.
3. Demonstrates behavior that is professional and responsible and serve as a role model for all district staff.
4. Monitors professional research and disseminates ideas and information to other professionals.
5. Attendance at work is an essential function.
6. Performs other duties as assigned.

Supervisory Responsibilities:

- Supervises and evaluates assigned personnel

EXPERIENCE:

Minimum Experience:

- Five years of experience as an elementary principal or administrator
- Possesses a proven record of instructional achievement and/or growth

QUALIFICATIONS:

Minimum Education/Certification:

- Master's degree
- Texas Administrator's or Mid Management certificate
- Valid Texas teaching certificate
- Valid Texas driver's license
- Eligible for coverage under the District's vehicle insurance program

Special Knowledge/Skills:

- Knowledge of curriculum and instruction, including best practices and current research
- Ability to evaluate teaching effectiveness and to provide principals effective mentoring and coaching strategies
- An understanding of the needs of the elementary students and staff
- Ability to manage budget and personnel
- Ability to interpret disaggregated data accurately
- Skillful at using multiple sources of evidence to evaluate campus instructional programs
- Strong organizational, communication and interpersonal skills
- Ability to use technology effectively

CONTACT INFORMATION:

Working Conditions: Mental/Physical Demands/Environmental Factors: Ability to concentrate (detailed work), communicate effectively (verbal and written); interpret policy, procedures, and data; reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate district functions, compile, compute, instruct, and maintain emotional control under stress. Frequent district-wide and occasional statewide travel, occasional prolonged and irregular hours.

APPLY TO:

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.

GROUP / GRADE: Wage/Hour Status: Exempt; Reports To: Chief Academic Officer; Date Revised: February 2019

SALARY: Pay Grade: 11 (\$513.85 - \$611.72 per day)

DAYS: 230