



Job Title: Associate Superintendent of School Improvement

Job Family: Certified

Pay Program: Certified

Typical Work Year: 12 months

SUMMARY: The Associate Superintendent of School Improvement provides leadership and guidance to the District ensuring measurable academic improvement, provides professional leadership for the educational program and provides expertise in curriculum areas to guide curriculum within the District.

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES: *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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential Duties & Performance Responsibilities	Frequency	% of time
1. Provide leadership and guidance ensuring measurable academic improvement for the District;	Daily	100%
2. Collaborates with the school improvement team, and teaching and learning team regarding school improvement;	Daily	100%
3. Directs, supervises, and evaluates departments and personnel assigned to School Improvement. Evaluates existing programs using multiple data points.	Daily	100%
4. Facilitates the school improvement process and monitors the implementation at the district and building levels;	Daily	100%
5. Serves as the District Assessment Coordinator and provides oversight in the interpretation of assessment data at the building and district levels, and provides recommendations for program growth and school improvement;	Daily	100%
6. Monitors and assists in the preparation and dissemination of the District reports as well as other state and federal program applications, reports, and/or grants as assigned. Responsible for writing, administering, and reporting to the Dept. of Education in the following areas: Student Achievement Data including Student Reporting in Iowa, Adequate Yearly Progress Reports, and ensures student achievement data is compiled, analyzed, and disseminated to appropriate stakeholders.	Daily	100%
7. Confers with building administrators, directors, or principals on matters of concern regarding student achievement; participates in the planning and implementation of professional development;	Daily	100%
8. Provides expertise in specific subject to complement skills of assigned areas to curriculum personnel and the teaching and learning department;	Daily	100%
9. Supervises and manages assigned budget areas in cooperation with appropriate district personnel;	Daily	100%
10. Ensure compliance with statutes, rules and regulations;	Daily	100%
11. Develop and recommend district policies and procedures;	Daily	100%
12. Serves in the absence of the superintendent as chief administrative officer of the District as requested.	Daily	100%
13. Interprets the philosophy, goals, and objectives of the school program to the Board and communities.	Daily	100%

14. Performs other duties as assigned by the Superintendent	Daily	100%
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JOB GOALS

- Provides leadership in developing and maintaining the best possible educational programs and services.
- Facilitates all aspects of school improvement, curriculum review, and student achievement.

PROFESSIONAL RESPONSIBILITIES

- Sets and works toward annual goals;
- Participates in professional growth activities;
- Serves as local spokesperson for public education; and
- Prepare required reports to state and federal Departments of Education.

EVALUATION

- Performance of this job will be evaluated annually in accordance with provisions of Board policy, including progress on annual job targets as set by the superintendent.

OTHER REQUIREMENTS

- Strong oral and written communications skills
- Skills in leadership, organization, problem solving, and conflict resolution
- Human relation skills; ability to deal with a diversity of people
- Ability to work under stress
- Be personally motivated

EDUCATION AND RELATED WORK EXPERIENCE:

- At least eight years of successful experience in teaching and school administration.
- An earned Master’s Degree with a major in educational administration;
- A valid license issued by the State Board of Education with a Superintendent endorsement.
- Additional graduate work related to areas of responsibility are highly desirable.
- Such alternative to the above qualifications as the board may find appropriate and acceptable.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire
- Mandatory Reporter
- Evaluator Approval required

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as telephones, computers, copier, fax machine, E-mail, etc.
- Use of Instructional Technology

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Superintendent of Schools	
Supervises:	Director of Student Services, Director of Teaching and Learning, Curriculum Facilitators, Administrative assistants in the school improvement department	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below 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 the essential functions.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals				
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	X
Quiet	X
Moderate	X
Loud	X
Very Loud	X

Revised 12/17/18