

9.2.02

**ASSISTANT SUPERINTENDENT FOR SECONDARY
EDUCATION**

Reports To: Superintendent

Dept/Campus: Central Office

Wage/Hour Status: Exempt

Length of Contract: 240

PRIMARY PURPOSE:

Provide leadership in the ongoing development and improvement of the entire educational program.

QUALIFICATIONS:

Education/Certification:

Arkansas Superintendent Certification

Special Knowledge/Skills:

Working knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Strong organizational, communication, public relations, and interpersonal skills

Experience:

Three years experience as a classroom teacher

Three years experience in an instructional leadership role

The Board may find appropriate and acceptable alternatives to the above qualifications.

EVALUATION:

Assistant superintendents will be evaluated by the superintendent annually.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.

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3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectations for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Direct the overall development, coordination, implementation, and evaluation of the district's secondary instructional program.
7. Direct and monitor the district's secondary school improvement program.
8. Be administratively responsible for the development and operation of the district's secondary library media program.
9. Be administratively responsible for the secondary guidance program.
10. Administratively responsible for the secondary professional development program for all instructional staff and administrators.
11. Be administratively responsible for the coordination, development, and selection of instructional materials for secondary education.
12. Work collaboratively with other personnel in program areas associated with instruction but which are not directly under the division of instruction.
13. Facilitate the coordination of remediation programs.
14. Administratively supervise the secondary Alternative Learning Environment (ALE) programs.
15. Serve as the superintendent's designee for discipline appeals for secondary education.
16. Direct the use of assessment information for secondary program improvement.
17. Assist the superintendent and the Board of Education in the development of short-term and long-term goals for the district.
18. Be administratively responsible for the district's secondary summer school, credit recovery, tutoring, and all other programs designed to close the achievement gap for all students.

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19. Administratively supervise the district's security program.
20. Serve as the district's grievance officer.
21. Be administratively responsible for the district's vocational programs.
22. Administratively supervise the district's athletic program.
23. Administratively supervise the district's instructional technology programs.
24. Administratively supervise the district's adult education program.
25. Direct and manage the operations of human resources.
26. Direct the preparation and revision of job descriptions and the classification of positions in the district's compensation plan.
27. Develop and implement procedures to ensure that all TASD employees are kept well informed of personnel policy procedures and programs that affect them. Serve as the ex-officio member of the Personnel Policy Committee and the Educational Support Personnel Policy Committee.
28. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of assigned personnel

WORKING CONDITIONS:**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate campus functions; maintain control under stress; ability to manage others in a non-coercive manner; maintain a clear focus on customer service

Physical Demands:

Frequent district-wide and occasional state-wide travel; occasional prolonged and irregular hours

Date Adopted: June 17, 2008

Last Revised: August 20, 2013

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date