

EMPLOYEE NAME: _____

 Revised: 4/88; 8/91; 5/92; 6/92; 4/94; 10/94; 1/98; 6/02;
 1/05; 8/06; 9/07; 7/08; 7/10; 2/12; 10/12, 3/15; 3/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Assistant Superintendent, School Leadership Elementary, Middle and High Schools	JOB CODE: 601Z
DIVISION: School Leadership	SALARY SCHEDULE: Executive Salary Pay Band
DEPARTMENT: School Leadership	WORK DAYS: 238
REPORTS TO: Chief, School Leadership Officer	PAY GRADE: CZ00
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: The Assistant Superintendent is responsible for providing support to schools and administrators in order to improve student performance. The Assistant Superintendent ensures the effective operation and instructional efficiency of schools by level by developing, managing, evaluating, and supporting all resources essential to increasing student achievement. The Assistant Superintendent seeks opportunities to increase instructional leadership capacity in building leaders as well as seeks opportunities to ensure continuous improvement of the school and student performance.	

REQUIREMENTS:

1.	Educational Level: Master Degree required
2.	Certification/License Required: Valid Georgia Educational Leadership Certificate
3.	Experience: 3 years of experience as a school principal required; 3 years as Senior Administrator in District Central Office position preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership, business/financial management; technology application; public relations; interpersonal relations; strategic and tactical planning; organization

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Provides support and guidance to school leadership <ul style="list-style-type: none"> Provides leadership, direction, support and accountability to principals to ensure that instructional and curricular programs are fully and appropriately implemented and evaluated in all assigned schools. Supervises, trains, and evaluates the performance of principals for assigned school (by level) based on school performance, academic growth and operations management. Provides professional and leadership development to principals and leadership teams. Supports the principal selection process by screening and interviewing selected applicants. Reviews and discusses teacher/staff performance with principals, as appropriate.
2. Supervises curriculum and instructional programs of schools <ul style="list-style-type: none"> Provides leadership, support, and accountability for appropriate innovative practices (Investing in Educational Excellence – Idea to Implementation continuum). Supervises principals in analyzing school achievement and disciplinary data and discusses implications for curricular and instructional needs. Supervises principals in evaluating classroom implementation of state content standards, engagement strategies, and use of student achievement data. Ensures implementation of federal, state, and local mandated programs in relation to school site instructional and operational programs. Builds and supports instructional coherence in the District.

<p>3. Monitors and supports school improvement plans</p> <ul style="list-style-type: none"> • Reviews and approves the school strategic plans (SSP) and Title One plans of all assigned schools. • Meets with principals to review SSP at midyear and at the end of the school year. • Evaluates the SSP end-of-year results for effectiveness of identified actions. • Actualizes the District goals for school improvement through level planning, area planning, program initiatives, and focus on continuous improvement. • Leads and works with school improvement initiatives that close student achievement gaps by working with appropriate stakeholders (by level and area).
<p>4. Serves as the liaison and communicates with all stakeholders</p> <ul style="list-style-type: none"> • Initiates and maintains ongoing and effective communication with community and families regarding student achievement and school programs; supports school-based family outreach programs and strategies to engage families in student learning. • Acts as an advocate for assigned schools. • Oversees the management and response to parent complaints and participates in parent meetings. • Supports the alignment of functions between schools and central office divisions. • Participates in District meetings, committees, and interactions with the Board of Education.
<p>5. Provides support and evaluation of District strategic plans and budgets</p> <ul style="list-style-type: none"> • Develops plans to support and execute District priorities. • Reviews, approves, and monitors the development and implementation of programs (including but not limited to Title One, After-school Program, 20-day funds, and professional learning) to ensure effective use of allocated funds within approved budget. • Provides appropriate oversight for instructional budget and ensures that programs are cost effective and funds are managed prudently. • Works with various committees to review school's staffing allocations and forecasted enrollments.
<p>6. Builds a winning team</p> <ul style="list-style-type: none"> • Meets regularly with key personnel throughout the District to ensure that proper information flows through leadership, including establishing goals, objectives, and long-range plans. • Coaches and builds capacity in order to ensure the success of principals and school leadership teams (by level and feeder patterns). • Advocates change within schools and across the District. • Collaborates with peers to develop a consistent approach for cultivating a successful team.
<p>7. Performs other duties as assigned.</p>

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____