**Title:                            Assistant Superintendent 2022-2023-198**

**Reports to:**                  Superintendent of Schools

**Location:**                     District Administrative Offices

**Start:**                      July 1, 2023

**Starting Salary:**          $130,000

**Benefits:**                      Comprehensive benefit package, including vacation, retirement and health

**FSLA status:**Exempt

**Purpose:**

Works closely with the Superintendent to develop, oversee and manage day-to-day operations of educational programs and services for all schools.  Supports the implementation of the Belgrade School District Strategic Plan.  Plans, develops and implements functions related to curriculum, instruction, enrollment, students, professional development, safety and special programs for the effective and efficient operation of all schools and offices.

**Essential Job Functions:**

* Work closely with the Superintendent in the management, direction, supervision and evaluation of the schools within the school district.
* Assist the Superintendent in supervising the K-12 building principals, District Directors and support the supervision of the assistant principals.
* Work closely with Central Office Administrators and Principals in the day-to-day management of school and district operations, including community relations, school climate, staffing, curriculum planning and implementation.
* Work closely with Principals and lead Principal meetings
* Provide direction to and assist Principals in the identification and development of instructional programs, activities and services.
* Other duties as assigned by the Superintendent.

**Managing Educational Programs of District:**

* Assist in planning, implementing, and evaluating school-based programs to accomplish district goals.
* Recommend policy and program changes to enhance quality education.
* In conjunction with the Superintendent establish, review and modify (as required) instructional standards and accountability measures for schools to enhance student academic performance.
* Provide leadership in planning and conducting studies including special programs for new courses, funding, staffing requirements, and curriculum impact.
* Oversee the development and implementation of instructional programs.
* Assist in the development and evaluation of the school action plans, including the annual review of each respective school’s mission, goals, and objectives.
* Monitor the use of effective educational strategies.
* Oversee and collaborate on the professional development activities for the District. Ensure a professional development program that addresses K-12 needs.
* Develop recommendations for staffing ratios and assist the superintendent working with Executive Director of Business and Executive Director of Human Resources to execute K-12 staffing plan.
* Administer the development and implementation of all instructional policies.
* Participate in the selection of instructional resources and provide guidance concerning material usage.

**Safety:**

* Deal with emergency situations (e.g. inclement weather, fire, vandalism, etc.).
* Ensure health and safety of students and staff by providing for emergency and disaster preparedness.

**Relationships to Community:**

* Respond to parental concerns.
* Work with administration and staff in establishing school/business partnerships and maintaining relationships with local businesses.
* Represent the Superintendent and District as an ambassador in various public meetings as needed.
* Compile information gathered on the needs of the community.

**Projects:**

* Monitor accreditation standards.
* Assist in the administration of student registration and transfers.
* Participate in the development of budgets.
* Assist other departments in coordinating and improving overall information/communications programs.
* Review and recommend for approval all K-12 building handbooks.
* Administer grant application process.
* Provide assistance to the Calendar Committee.
* Compile assessment data and report to the Board of Trustees.
* Facilitate special projects.

**Qualifications:**

**Education & Experience:**

* Master’s degree
* Previous administrative experience (principal and/or central office experience preferred)
* Three years prior successful experience teaching in public school desired.

**Licenses, Certificates & Special Requirements:**

* Montana certification
* Class 3 administrative endorsement

**Knowledge Skills & Abilities:**

* Ability to establish and maintain effective working relationships with students, staff and the school community.
* Ability to speak clearly and concisely, both in oral and written communication.
* Ability to perform duties with awareness of all district requirements and Board of Trustee Policies.
* Ability to apply knowledge of current research and theory in specific field.
* Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
* Ability to respond to common inquiries or complaints from stakeholders, regulatory agencies, or members of the business community.
* Ability to write speeches and articles for publication that conform to prescribed style and format.
* Ability to effectively present information to administrators, public groups/community, and Board of Trustees.
* Demonstrated administrative, human relations, and supervisory skills.
* Demonstrated managerial skills to include: participatory planning, decision making and problem solving; organization; delegation; evaluation; and team building.
* Demonstrated ability to lead, organize, coordinate and implement programs, develop an effective relationship supporting building administrators; prioritize and manage complex projects.
* Ability to work with mathematical concepts such as probability and statistical inference.
* Ability to apply concepts such as fractions, percentages, rations and proportions to practical situations.
* Ability to define problems, collect data, establish facts, and draw valid conclusions.
* Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Physical Demands:**

The position requires the employee to work irregular or extended hours, direct responsibility for safety, and well-being or work output of other people and meet multiple demands from several people. The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to sit, walk, stand and talk or hear.  The employee is occasionally required to stand and reach with hands and arms.  Specific vision abilities required by this job include close vision and distance vision.  Frequent driving is performed while meeting the demands of this job.  Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very quiet.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.  Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

**Evaluation:**

Performance of this job will be evaluated by the Superintendent of Schools in accordance with established provisions.

**Terms of Employment:**

260 days.  Salary, benefits, and other working conditions as negotiated by the Belgrade School District #44 Board of Trustees and cited in current policy.

This job description in no way states or implies that these are the only duties to be performed by this employee.  The Assistant Superintendent will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent or designee.  Belgrade Public Schools reserves the right to update, revise or change this job description and related duties at any time.