

Columbia Gorge Educational Service District
Job Description – Assistant Superintendent

Title:	Assistant Superintendent
Department:	Office of Superintendent
Classification:	Licensed Administrator
Supervised by:	Superintendent or Designee
Work Year:	210 Days or as assigned by Superintendent

Job Purpose Statement:

To assist the superintendent in the administration and supervision of all CGESD departments and programs; direct assigned grants and programs to local component school districts; and perform the duties of the superintendent in the event of absence, disability or as assigned.

To provide constituent schools and school districts with the staff development, facilitation, and consultation necessary to achieve systematic, long-term improvement for enhanced student performance and learning.

This position is responsible for implementing and maintaining assigned programs in conformance to ESD, State and Federal objectives; and to serve as a resource to school personnel, the Board and other districts.

Job Qualifications, Licensure, Certification:

- Master's Degree in education or related field with emphasis in curriculum development, assessment, instructional improvement and professional development.
- Valid Oregon Administrative License (Superintendent) issued by Oregon TSPC.
- Experience with school improvement initiatives and projects underway in Oregon.
- Minimum of five years administrative experience in public education (or related field) including program development, personnel, and budgeting.
- Experience providing staff development to different audiences, facilitating group problem-solving and decision-making processes, effective schooling practices, program evaluation and student assessment.
- Other alternatives to the above qualifications as the District may find appropriate and acceptable.

Knowledge, Skills, and Abilities:

- Knowledge of appropriate educational research and ability to act as a resource to department staff and component school districts.
- Demonstrated leadership and organizational skills to plan, budget, and implement multiple projects.
- Strong interpersonal skills to develop collaborative relationships with district personnel and other agency staff.
- Excellent oral and written communication skills to convey information to a variety of audiences.
- Ability to interpret, implement and administer curriculum, federal, state and district policies and administrative rules.
- Working knowledge of state and federal (Title) program requirements and best practices.
- Valid driver's license and own transportation.

Essential Job Functions:

1. Provide leadership and coordination with component school district personnel, Oregon Department of Education, Oregon Education Investment Board, ESDs, and other appropriate agencies, in the development and implementation of effective educational practices including, but not limited to, curriculum development, instructional support, instructional materials adoption, assessment and testing, and data-driven decision-making to ensure that state mandates are achieved.
2. Work with component school districts in organizing and coordinating school improvement initiatives including: Response to Intervention (RTI), Positive Behavior Intervention Support (PBIS), Professional Learning Communities (PLC), Common Core State Standards (CCSS), Teaching Learning Connection (TLC), Oregon Direct Access to Achievement (DATA) Project, Instructional Leadership Council (ILC) and other initiatives designed to improve student performance.
3. Administer and provide technical assistance and support for regional federal Title programs, particularly Title I, Part C (Migrant and Bilingual education) and Title VII (Indian education).
4. Facilitate development of component district continuous improvement plans; and local and regional achievement compacts.
5. Perform personnel functions (e.g. recruiting, hiring, supervising, evaluating, etc.) for the purpose of maintaining adequate staffing and enhancing productivity of personnel in accordance with District policy.
6. Develop proposals and applications for funds to continue current or implement new programs for the ESD and/or component districts.
7. Present information on programs, services, regulations, etc., for the purpose of serving as a resource to other school personnel, the Board and other districts.
8. Provide regional technical assistance and support for Oregon's Framework for Teacher and Administrator Evaluation and Support system and the Network of Quality Teaching and Learning.
9. Attend CGESD Board meetings and represent the agency at component district board meetings; and local, regional, state or national meetings as directed by the superintendent.
10. Perform duties of the superintendent, in the event of his/her absence, by serving as Executive Officer for the Board of Directors and chief administrator by exercising authority within the parameters established in Board policy and administrative rules.
11. Perform other duties as may be assigned to support the success of the agency.
12. Is proficient in working with families, students and staff from multiple cultures and socio-economic statuses;
13. Facilitates grants related to the provision of mental, behavioral and physical health services in schools.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Demonstrates professional character in all job responsibilities. Displays courteous, polite disposition, exercising tact and diplomacy. Maintains confidentiality in all aspects of the agency.
- Attend trainings related to professional growth to stay current on best practices.

Physical Requirements:

1. **In an eight-hour day employee may:**

- a. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
- b. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
- c. Drive None 1-3 hrs 3-5 hrs 5-8 hrs

2. **Employee may use hands for repetitive:**

- Single Grasping Pushing and Pulling Fine Manipulation

3. **Employee may use feet for repetitive movement as in operating foot controls:**

- Yes No

4. **Employee may need to:**

- a. Bend Frequently Occasionally Not at all
- b. Squat Frequently Occasionally Not at all
- c. Climb Stairs Frequently Occasionally Not at all
- d. Lift Frequently Occasionally Not at all

5. **Lifting:**

- Sedentary Work:** Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work:** Lifting 25 pounds occasionally with frequent sitting and occasional standing/walking.
- Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date