

Assistant Superintendent

QUALIFICATIONS:

Certification:

- Supervisory certificate – Type 75 Administrative Certificate
- Possesses or working toward a Superintendent Certification
- Administrative certificate with ability to evaluate certified personnel

REPORTS TO:

Direct Supervisor: Superintendent

JOB GOALS:

- All schools meet the Illinois State Board of Education's recognition requirements
- All students meet or exceed state expectations for learning as assessed by Illinois Standards Achievement Test

RESPONSIBILITIES:

Direct the Development, Assessment, Communication, and Evaluation of a Continuum of Learner Outcomes Aligned With the State Goal Areas

- Develops and implements a sequenced K-8 learner outcome curricula
- Establishes district school improvement planning parameters and processes to assure all schools are progressing within the framework of a quality school
- Assists each school to develop an effective record keeping system to support school improvement efforts
- Maintains an assessment program that correlates to the learner outcome curricula and is aligned with state goals
- Monitors exit level standards and expectations for student learning at the primary, intermediate and junior high levels
- Communicates student, school, and district achievement annually to students, parents, staff, and community

Assure the Needs of All Students Are Being Met

- Evaluate and refine the comprehensive special education plan
- Assure RtI teams are trained and supported
- Provide adequate fiscal and human resources for inclusionary efforts

- Identify instructional strategies that enable teachers to meet the needs of all students
- Maintain all preschool programs
- Provide extended day and extracurricular activities
- Studies the needs of the district's students and makes programmatic recommendations

Coordinate the Learning Center Program

- Assure learning center services meet student and teacher needs
- Assure alternative resources to textbooks are available and aligned to outcomes
- Maintain the automation of libraries
- Assist in the development of plans to provide multi-media opportunities for students and teachers
- Monitor media budgets and grant programs that provide materials, equipment and services to staff and students through the learning center

Manage the Instructional Budget

- Assure budget requests are aligned with needs identified in the strategic plan
- Assist in allocating resources to sites and programs so as to support the strategic plan
- Monitor budget to assure expenditures do not exceed revenues

Manage State and Federal Grants

- Assure state and federal grants are aligned with district and building plans
- Assist in the completion of quarterly and year-end reports
- Assure monitoring visits are successful
- Secure additional revenues through grants to allow progress toward meeting strategic plan goals

Coach Building Principals

- Serve as a mentor for new principals
- Serve as an internal consultant for principals in school improvement planning
- Conduct K-3, 4-6, 7-8 operational meetings with principals monthly
- Keep superintendent informed of principal needs
- Provide services to facilitate problem solving and conflict resolution at the building level

Collaborate in Policy Development

- Assure that decisions made are not in conflict with other policies, statutes, rules and regulations governing the operations of budgets, levies, life/safety, contracts, etc.
- Assure that operations are effective and efficient

Assist the District in Fulfilling Its Mission

- Assist the superintendent in visionary activities
- Oversee research, study, and evaluative activities to assure an innovative, comprehensive educational program which realizes each student's full potential
- Assist in fostering collaborative relationships among students, staff, families and community members

- Serves as a District Complaint Manager

TERMS OF EMPLOYMENT:

Work Year:

12 Month

Bargaining Unit:

Non-Bargaining Position

Salary and Benefits:

Salary and benefits to be established by the Board

EVALUATION:

Performance of this job will be evaluated in accordance with administrative procedures