

## District - Assistant Superintendent

**Job Title:** Assistant Superintendent  
**Department:** Administration  
**Reports to:** Superintendent  
**Classification:** Exempt  
**Category:** Professional Staff

### Summary

The assistant superintendent is responsible for the district technology, safety, professional development, curriculum, Section 504, compliance with state/federal programs, LEP, health and wellness, summer school, transportation, and food service programs.

### Essential Duties and Responsibilities

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Serves in the absence of the Superintendent as the chief administrative officer of the District.
- Assists the Superintendent in the task of providing leadership and developing, achieving, and maintaining the best possible educational programs and services.
- Represents the Superintendent on all commissions, councils, and committees as assigned.
- Supervises the development of goals for educational services, the preparation of short- and long-range objectives to accomplish these goals, and implementation through the Comprehensive School Improvement Plan.
- Prepares reports for the Board of Education as needed.
- Coordinates the District's technology program.
- Coordinates building and facilities maintenance program, including asbestos abatement, with the Director of Maintenance and the building principals.
- Supervises federal Title programs.
- Works with the Transportation Contractor in developing contract renewals and overall transportation services.
- Has primary responsibility for the Missouri School Improvement Program in the District.
- Coordinates copier services for the District.
- Serves as the Compliance Officer for the District with duties of the appointment as outlined in Board policy.
- Serves as the Homeless Coordinator and oversees services for LEP and migrant students as outlined in Board policy.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

### Supervisory Duties

The Assistant Superintendent has supervisory responsibility over all district staff except the Superintendent, and immediate supervisory responsibility for the District Tech Team.

### Qualifications

**Education** - Specialist degree or higher in educational administration.

**Certificates, Licenses, Registrations** - A valid Missouri superintendent certificate.

## **District - Assistant Superintendent**

**Experience** – three to five years successful administrative experience

### **Skills and Abilities**

#### **Language**

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and contracts and other legal documents.

Have sufficient reading skills to interpret and apply Board policy and administrative procedures.

Have listening skills sufficient to receive inquiries and complaints and respond appropriately.

Be able to make effective presentations to the Board, staff and community .

#### **Computation**

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

#### **Reasoning**

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts

#### **Technology**

This position requires basic skills in the use of computers and hand-held devices such as PDAs and phones.

### **Physical Demands**

*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 essential functions.*

The individual who holds this position:

Is regularly required to walk, hear and speak.

Must have close moderate and distance vision ability.

Must be able to travel between district facilities.

The position requires a moderate amount of travel, both in and out of state.

### **Conditions and Environment**

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

The individual who occupies this position will regularly work in a typical office environment but will occasionally be required to work outside in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.