**Job Description**

**Title:** Associate Superintendent for Teaching and Learning **FLSA Status:** Exempt

**Classification:** Administrator

**Immediate Supervisor:** Superintendent

**Job Summary:** The Associate Superintendent will be asked to perform a variety of supervisory and administrative tasks in developing, directing, and overseeing the day-to-day operations of Teaching and Learning. The Associate Superintendent is expected to translate the district’s educational philosophy, goals, and objectives into actions that directly benefit students. The Associate Superintendent will be responsible for the oversight of development, communication and coordination all district programs related to curriculum, instruction, and assessment for Pre-K through 12th grade. Finally, the Associate Superintendent will be responsible for oversight of other programs such as TLC, ELL, ELP, Special Education, etc. This position requires the use of independent judgment. The essential functions as shown below represent only key areas of responsibility.

**Essential Functions:**

* Advocates, facilitates, and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district goals and School Improvement Plans
* Provides leadership and direction for the development and implementation of strategic plans within the department, aligned with and supportive of the district strategic plan
* Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement activities to assist school personnel in analyzing data for continuous improvement of student achievement
* Interprets impact of legislation, state board rule and policy as it relates to curriculum, instruction, assessment, and reporting student progress

**Hiring Specifications:**

**Education**

* Master’s degree in Education, Education Administration, Teaching and Learning, Curriculum and Instruction or other related to the key responsibilities of this position.
* Doctorate degree highly desired

**Certification**

* Iowa evaluator license
* Iowa Superintendent’s certification

**Experience**

* A minimum of 4 years of successful teaching experience required
* A minimum of 4 years of related successful school administration experience required
* Previous head building principal experience
* Experience with a range of instructional delivery systems and inclusionary services required
* Experience with developing and implementing budgets required, including categorical budgets

**Skills, Knowledge & Abilities**

* Knowledge of state and federal laws and rules governing student issues and supplemental services
* Effective oral and written communication skills
* Strong analytical skills
* Ability to work effectively, cooperatively and respectfully with staff, parents, students and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
* Ability to recognize sensitive issues and maintain confidentiality
* Ability to work effectively through the committee process to accomplish goals
* Ability to handle adversity in an objective manner
* Knowledge of related research and quality practices
* Ability to organize varied responsibilities and meet deadlines
* Knowledge of budgeting procedures and management related to areas of responsibility
* Knowledge of processes to address cultural diversity and associated issues related to student performance and instructional methodology
* Demonstrated record of commitment and sensitivity to affirmative action, equal opportunity and human rights

**Technology Requirements**

* Word processing skills
* Spreadsheet skills
* Electronic presentation skills
* Web navigation skills
* E-mail management skills
* Computer network knowledge applicable to the position
* Knowledge of computer-related storage devices
* Ability to effectively use PDAs (personal digital assistants) for communication and scheduling
* Knowledge of educational copyright laws
* Knowledge of computer security expectations

**Supervision of Others:**

* Title I and early childhood personnel
* Coordinator of Secondary Curriculum
* Coordinator of Elementary Curriculum
* Executive Director of Career and Technical Education
* Director of Special Education
* Director of Elementary Education
* Support staff
* Consultative personnel
* Others as assigned by the Superintendent

**Personal Contacts:**

* All district personnel and members of the community
* Professional associations and agencies
* Advisory and district committee members
* Area Education Agency personnel
* State and national education agencies

**Job Duties:**

1. Provides leadership, coordination and supervision of the district’s educational program, career and technical education, instructional technology and instructional services including Title I and early childhood.
2. Oversight of Special Education, ELL, TLC, and ELP programs.
3. Provides leadership and coordination of formative and summative evaluation practices tied directly to teaching and learning.
4. Maintains, analyzes, makes recommendations and implements practices based on student data.
5. Participates in the development, implementation and evaluation of needed surveys.
6. Initiates and conducts the development, implementation and evaluation of the district’s educational programs, including programs for students with special needs, college bound, non-college bound, and the use of instructional technology.
7. Involves staff in the evaluation of current programs and the recommendation of new programs and procedures.
8. In cooperation with teachers and district leaders, evaluates the need, arranges and provides for professional development in the area of assessment and research, including data driven decision making.
9. Coordinates an annual evaluation of Pre-K-12 educational program effectiveness.
10. Examines, amends, approves and monitors implementation of building improvement plans.
11. Assumes responsibility, in conjunction with the administrative and instructional staff, for the quality of the educational program of the district.
12. Administers the district educational program in accordance with Board requirements, standards set by the accrediting agency and state statutes.
13. Establishes appropriate educational committees as necessary, including School Improvement Advisory Committee, curriculum development, etc.
14. Schedules and conducts meetings with principals and other personnel in teaching and learning necessary for educational planning and operation.
15. Oversees the development of a written curriculum management plan which specifies roles, responsibilities and timeline for curriculum management.
16. Administers the process for the selection of curriculum materials and equipment, and maintains a central library for all curriculum guides and all curricular materials, including texts.
17. Provides leadership for increased individualization, active learning and personalization of instruction including CTE programs as appropriate.
18. Provides analysis of vertical articulation and horizontal coordination and evaluation of educational programs.
19. Provides leadership to research, promote and facilitate active learning, high expectations and the use of technology in the delivery of instruction.
20. Regulates the retention and acceleration of students in accordance with Board policies.
21. Communicates with parents and the community on matters relating to educational programs.
22. Provides opportunities for parents to discuss matters relating to their student’s educational programs and to participate on district educational committees.
23. Coordinates the district assessment program.
24. Coordinates the evaluation of needs, arrangements and provision of professional development.
25. Evaluates designated personnel aligned with the Iowa Standards for School Leaders.
26. Assists with hiring and other personnel decisions as appropriate.
27. Develops and monitors budgets for areas of responsibility.
28. Remains current and proactive in the implementation of inclusive schools.
29. Coordinates the development, reporting and filing of required reports.
30. Maintains frequent communication with the Department of Education.
31. Coordinates the implementation and evaluation of agreements related to home-schooling services and supplemental services.
32. Assembles an annual report for the Board of Education.
33. Reviews, monitors and recommends changes in educational services including, but not limited to, Title I, early childhood and curriculum and instruction.
34. Oversees the development and implementation of curriculum and instructional practices which fully consider student demographics and needs.
35. Serves on district leadership team.
36. Recommends Board policies related to areas of responsibility and develops administrative guidelines as needed.
37. Serves as a contributing member on the Superintendent’s Executive Cabinet.
38. Attends Board meetings, serves as a resource person and assists with presentations of information and/or recommendations and prepares Board exhibits as appropriate.
39. Adheres to high ethical standards and demonstrate professionalism when acting as an agent of the district.
40. Keeps the Superintendent advised on all relevant matters.
41. Performs duties in accordance with Iowa Standards for School Leaders.
42. Performs other duties assigned by the Superintendent.

**Physical Requirements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **NEVER****0%** | **OCCASIONAL****1-32%** | **FREQUENT****33-66%** | **CONSTANT****67%+** |
| A. | Standing |  | X |  |  |
| B. | Walking |  |  | X |  |
| C. | Sitting |  |  | X |  |
| D. | Bending/Stooping |  | X |  |  |
| E. | Pushing/Pulling |  | X |  |  |
| F. | Reaching |  | X |  |  |
| G. | Climbing/Stairs |  | X |  |  |
| H. | Driving |  |  | X |  |
| I. | Lifting (specify weight) |  | up to 10 lbs. |  |  |
| J. | Carrying |  | X |  |  |
| K. | Manual Dexterity Tasks |  |  |  |  |
|  |  Telephone |  |  | X |  |
|  |  Computer |  |  | X |  |
|  | Working Conditions |  |  |  |  |
| L. |  Inside |  |  |  | X |
|  |  Outside |  | X |  |  |
|  |  Extremes in temp/humidity |  | X |  |  |
|  |  |  |  |  |  |

**Terms of Employment:** Twelve-month contract per Board policy and administrative guidelines.

**Date Last Revised:** 5-8-2023