

## Assistant Superintendent

**FLSA Status:** Exempt

**Last Revised:** December, 2016

**DEFINITION:** The Assistant Superintendent is responsible to assist and support the Superintendent in all areas necessary for the effective operation of the school district and the implementation of school board policies. This responsibility includes assisting the Superintendent with the general administration of effective educational programs and services, efficient business operations, district projects, and all other district involvements, and for successfully meeting district goals.

**Responsible to:** The Superintendent

**Terms of Employment:** Refer to Administrators Agreement

**Pay Rate:** Refer Administrators Salary Schedule

**EVALUATION:** Position is evaluated yearly by the Superintendent.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Assist the Superintendent in developing long-range plans.
2. Track District enrollments and project future growth.
3. Monitor building and developments in the community.
4. Assist with the planning and implementation of District initiatives.
5. Human Resources Functions, including:
  1. Recruitment and selection of staff
  2. Teacher evaluation process
  3. Average Daily Attendance
6. Assume all of the responsibilities of the Superintendent in his/her absence
7. Grants Administration
8. Monitor and carry out programs specifically assigned by the Superintendent
9. Review and interpret all laws, regulations, statutes, rules and policies affecting the school division.
10. Respond to inquiries for interpretation from division staff on matters not clearly covered by regulation, policy or legislation.
11. Assist in the preparation and administration of the budget for assigned departments.
12. Assist in the determination of types of programs needed by the school division and make recommendations.
13. Support the Superintendent in the continuous review and revision of operational goals and objectives, and efforts to measure progress toward their attainment.
14. Review and edit reports requested from the Superintendent and/or School Board members.

15. Prepare and provide workshop presentations for the School Board.
16. Establish and maintain effective working relationships with community and state agencies, area businesses, industries and other organizations.
17. Collaborate and work cooperatively with advisory boards.
18. Respond to parent and community concerns.
19. Participate in system-wide policy development.

## **QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

### ***Knowledge of:***

- Pertinent federal, state, and local laws, policies, rules, and regulations regarding district and school administration;
- Organizational and management practices as applied to the analysis and evaluation of school programs, policies, and operational needs;
- Principles and practices of budget preparation and administration;
- Principles and practices of the organization and administration of personnel management;
- Methods of curriculum creation, staff development, and assessment;
- Principles, practices, rules, and regulations pertaining to student discipline;
- Principles of supervision, training, and performance evaluation;
- Public relations programs and techniques related to school activities; and
- Principles of management associated with maintaining the district's financial records.

### ***Skill to:***

- Direct and supervise district staff;
- Communicate effectively, both orally and in writing; and
- Oversee business and facilities management.

### ***Ability to:***

- Apply the principles of conflict resolution to resolve interpersonal problems that arise;
- Develop leadership among the administrator and teacher corps;
- Analyze problems, identify alternative solutions, project outcomes of proposed actions, and implement recommendations in support of goals;
- Gain cooperation through discussion and persuasion;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Inspire, motivate, guide, and direct school system staff to achieve the highest level of educational excellence;
- Influence, enhance, and sustain vision and progress toward educational success for each student;
- Work with staff to identify skills or learning objectives appropriate to student needs; and
- Maintain positive relations with students, staff, and community members.

***Required Certifications and Licenses:***

Must possess or be able to acquire a Nevada school administrators' license issued by the Nevada Department of Education.

***Experience and Training:***

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is: Master's degree from an accredited college/university, in education administration, public or business administration, or a related field plus experience as a school principal.

***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions:

Exposure to climate controlled classroom and/or office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud in occasional to frequent time periods. May involve work in crowded environments. Frequent interruptions to planned work activities occur.

***An Affirmative Action/ Equal Opportunity Employer:***

The Lincoln County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed,

religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 728-8000.

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_