

TITLE: ASSISTANT SUPERINTENDENT**QUALIFICATIONS:**

- Valid Idaho Administrative credential with Superintendent Endorsement.
- A minimum of 10 years successful experience in teaching and school administration
- Educational Specialist or Doctorate Degree or completion of a comparable post-Masters sixth year program
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Director of Curriculum, Director of Federal Programs, Director of Special Education
Technology Supervisor, Maintenance Supervisor, Transportation Supervisor

JOB GOAL: To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services

PERFORMANCE RESPONSIBILITIES:

- Attends Board meetings and prepares such reports for the Board as the superintendent may request.
- Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
- Reports on the status of district programs and services at the request of the superintendent.
- Prepares drafts of needed Board policies and administrative rules for the superintendent's review and Board action.
- Serves upon assignment by the superintendent as a resource person to all division directors in the district.
- Interprets the programs, philosophy, and policies of the district to staff, students, and the community at large.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
- Establishes necessary procedures for referral and cooperative planning with other "service to children" agencies, both local and state.
- Communicates to the superintendent the requirements and needs of the district as perceived by staff members.
- Prepares state reports and claims as required.
- Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.
- Confers with appropriate division directors on matters of concern.
- Performs such other tasks and assumes such other responsibilities as the superintendent may assign from time to time.
- Secures and nominates for employment the best qualified and most competent teachers, student support staff and classified personnel.
- Supervises District Teacher & Administrator Mentor programs.
- Supervises District Substitute Staff, and School Counselors.
- Works closely with the Fiscal Manager/Business Manager to maintain a thorough knowledge of the district Maintenance, Transportation & Information Technology budgets.
- Oversee district programs; Sick Leave Bank(s), School Safety & Security, and Benefits Committee.
- Oversee district Evaluation models for all personnel.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.

- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Performs all other duties as assigned consistent with the responsibilities of an administrator, the Idaho Code of Ethics, and the negotiated contract.

PHYSICAL DEMANDS: The employee will be required to perform the duties necessary in a normal office environment. Employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

TERMS OF EMPLOYMENT: The employment period shall be for twelve (12) months with paid vacation as determined by the board. Salary as determined by the Board of Trustees.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of administrative personnel.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee on the school district website: www.cassiaschools.org.

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

EMPLOYEE ACKNOWLEDGEMENT: I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

Employee Signature

Date

April 20, 2016