

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

02/20 Effective Date	<u>ASSISTANT SUPERINTENDENT</u> Job Title	3.1.7.1 Index
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Primary Function

The Assistant Superintendent is one of two chief academic officers for the district. The Assistant Superintendent leads district initiatives that increase academic achievement for all students. The Assistant Superintendent oversees all aspects of teaching and learning in order to ensure equitable outcomes for all students.

The Assistant Superintendent represents the district and the Superintendent at public events in various capacities with other nonprofit, community-based organizations and government entities. The Assistant Superintendent represents the Superintendent's office and is responsible to the needs of the Board, staff, community and parents.

Supervised By

District Superintendent

Essential Functions

- E-01 Leads equity, diversity and inclusion for the district with a laser like focus on closing our outcome gaps.
- E-02 Works with our families in an authentic way in order to improve outcomes for our students.
- E-03 Facilitates the recruitment, selection and development of school leaders who are equity-based leaders.
- E-04 Plans and facilitates meetings with district administrators in order to execute the district's strategic plan and vision.
- E-05 Analyzes growth and achievement and school improvement plans in order to improve outcomes for all students.
- E-06 Meets with community coalitions, families, business partners to obtain feedback and provide information on district initiatives
- E-07 Partners with the Superintendent in leadership with the school board including board presentations and engagement with the board on district initiatives.
- E-08 Leads the strategic planning process for the district in partnership with the superintendent and cabinet level leaders.
- E-09 Ensures compliance with Oregon Department of Education requirements including division 22 and all federal title programs.
- E-010 Plans with the Superintendent and district leadership to ensure the district's operation treats students and their parents in a way that adheres to the district's safe and welcoming school's policy.
- E-011 Develops inclusive policy, procedures and practices that continue to build the district's structure to ensure outcomes for all students.
- E-012 Directs and coordinates the development of budgets for all departments within areas of responsibility and controls expenditures within approved budgets.

Minimum Qualifications

- Master's degree or equivalent training.
- Valid Oregon license: Superintendent.
- Five years of executive experience resulting in acquired skills in planning, organizing, and directing a major area of responsibility.

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- Skill in the identification, development, implementation, and assessment of all instructional programs.
- Skill analyzing data and systems to improve student achievement
- K-12 Central Office experience preferred.
- Proven experience in raising student achievement as a school principal.

Work Environment

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. May be subject to frequent loud noises in the environment.

Physical Requirements

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Term of Employment

12 months

Salary Level

Grade 213A

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the District's process for the evaluation of administrative personnel.