



Bend-La Pine Schools is committed to the principle of equity. Equity supersedes the notion of equality, where all are treated the same. Pursuing equity requires the removal of barriers and the promotion of inclusive practices so that all students fully benefit. The principle of equity will inform all BLS policies, regulations, programs, operations, practices, and resource allocations.

Studies have shown that some individuals (women and people of color, for example) are less likely to apply for jobs unless they believe they meet every single qualification in a job description. Our goal is to find the best candidate for the position, and we acknowledge that that candidate may be an individual from a less traditional background. We encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure whether you meet the qualifications of a position, or how this would be determined, please feel free to contact Human Resources to discuss your application.

Position Title:	Deputy Superintendent
Department:	Teaching and Learning
Reports To:	Superintendent
Annual Salary Range:	\$170,542 - \$176,563

JOB DEFINITION:

The Deputy Superintendent is a vital leadership role focused on assisting the Superintendent in the administration, planning, and coordination of district-wide educational programs. This position plays a central role in achieving the district's goals of increasing elementary-level literacy, preparing students for post-graduation success, and fostering a sense of belonging for all within each of the district's 33 schools. Responsibilities include using a keenly-developed equity lens to guide policy and program development with a high level of fidelity in implementation, providing educational leadership, aligning initiatives with the district's strategic vision, promoting capacity building, managing financial stewardship, and ensuring that all students flourish in a caring and inclusive environment. The Deputy Superintendent is instrumental in driving continuous improvement and optimizing resource investments while contributing to the overall leadership and operation of the district. The Deputy Superintendent will possess extensive educational leadership experience, strong communication skills, and a commitment to enhancing student achievement and equitable outcomes for all students.

ESSENTIAL JOB FUNCTIONS:

- **Strategic Leadership:** Collaborate with the Superintendent and executive leadership to develop, implement, and evaluate the district's strategic plan, ensuring alignment with district goals and priorities.
- **Inclusivity and Equity:** Advocate for and ensure equity in all educational programs and services, develop and implement strategies to address disparities in access and outcomes, monitor and report on progress toward achieving equity goals, and collaborate with community stakeholders to promote inclusive practices.
- **Emergent Issue Response:** Partner with the Superintendent to address emergent issues that arise within the district.
- **Administrative Oversight:** Provide visionary leadership and oversight to the Teaching and Learning Department. This includes the supervision and guidance of the Executive Directors of Elementary Programs, Middle School Programs, High School Programs, and Student Services.

- Leadership Management: Provide input to the Superintendent regarding the selection and assignment of school administrators. Provide mentoring and coaching to school administrators in selected areas.
- Community Engagement: Represent Bend-La Pine Schools in an official capacity in a variety of events, fostering meaningful relationships with parents, students, staff, and community stakeholders. Engage community members in the district's mission to gain support for educational initiatives and objectives.
- Board of Directors Support: Provide expertise and guidance on pedagogical theories and applications to the Board of Directors.
- Educational Excellence: Demonstrate a profound understanding of current educational research, best practices, and pedagogical innovations. Leverage this expertise to drive the development of high academic standards, innovative curriculum design, and evidence-based instructional strategies.
- Budget and Resource Management: Possess advanced budgeting and financial management skills. Collaborate in the development of the district's budget, demonstrating the ability to allocate resources judiciously to maximize student achievement while maintaining fiscal responsibility.
- Professional Development: Proactively support the professional growth of district staff by promoting comprehensive training programs, mentorship opportunities, and performance supervision and evaluation systems. Ensure that professional development initiatives align with district goals and meet the evolving needs of educators.
- Data Analysis and Assessment: Possess a deep understanding of data analysis methodologies, including the collection, interpretation, and utilization of data for decision-making. Implement data-driven strategies to evaluate the effectiveness of educational programs and ensure accountability for results.
- Policy Formulation: Assist in the formulation of policies for consideration by the Board of Directors, including the revising of existing policies.

NATURE OF WORK:

The Deputy Superintendent completes a diverse set of responsibilities, including office work, strategic committee participation, school site visits, and participation in School Board meetings. This position requires flexibility, as it may entail evening and weekend work as needed, particularly for district events and meetings.

Furthermore, the role involves travel to various school sites within the district, as well as attendance at community events to engage with local stakeholders, and may involve travel throughout the state to represent the district in an official capacity, working closely with state educational bodies and other educational institutions to further the district's mission and objectives.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Equity and Inclusivity: Knowledge of strategies to promote equity and inclusivity in educational programs, policies, practices, and services, including an understanding of systemic inequities and methods for addressing them.
- Instructional Excellence: Demonstrated expertise in instruction and curriculum development to align instructional materials and activities with learning objectives, standards, and assessments.
- Data Analysis: Proficiency in data analysis and educational assessment methods to make informed decisions and drive improvements, particularly with a focus on identifying and addressing disparities in access and/or outcomes.
- Stakeholder Collaboration: Knowledge of effective strategies for collaborating with diverse and representative stakeholders, including community members, educational groups, and governmental bodies.
- Community Engagement: Familiarity with community engagement strategies and practices to foster positive relationships with stakeholders, especially those in marginalized communities.
- Educational Policies and Regulations: Deep understanding of federal, state, and local educational policies and regulations, including an awareness of current trends and changes in the education sector, with a focus on equitable practices.
- Legal Compliance: Familiarity with federal and state laws and regulations related to education to ensure district compliance.

- **Budget Management:** Understanding of budget development and financial management to equitably allocate resources effectively while maintaining fiscal responsibility.

Skills and Abilities

- **Leadership:** Strong leadership skills to develop trust, provide direction, inspire teams, and make strategic decisions with a focus on equity and inclusivity.
- **Policy Formulation:** Proficiency in policy formulation and the ability to develop and implement administrative procedures aligned with district policies.
- **Communication:** Excellent communication and interpersonal skills to engage with stakeholders, convey the district's initiatives, and provide expertise and recommendations.
- **Strategic Planning:** Skill in strategic planning to set and achieve measurable academic goals and drive student academic growth.
- **Effective Priority Management:** Demonstrated ability to manage multiple priorities simultaneously, maintaining focus, organization, and composure in high-pressure situations to ensure successful task and project completion while meeting critical deadlines.
- **Professional Development:** Ability to design and implement evidence-based professional development programs and mentorship initiatives for district staff.
- **Conflict Resolution:** Strong conflict resolution skills to address complex issues and disputes within the district.
- **Data-Driven Decision-Making:** Ability to use data to inform decision-making and implement data-driven strategies for program evaluation, including identifying and addressing equity gaps.
- **Community Outreach:** Ability to deliberately engage with the community and promote inclusive practices that foster a diverse and responsive educational environment.
- **Stakeholder Liaison:** Ability to serve as a liaison between the district and the State Department of Education, as well as other agencies and organizations.
- **Budgeting:** Financial acumen to oversee budget preparation, allocate resources judiciously and equitably, and maximize the utilization of budget sources.

Minimum Qualifications:

- Master's Degree from an accredited college or university
- Possession of an Oregon Professional Administrative License (or the ability to qualify for licensure)
- Experience as a school-level and district-level administrator
- Demonstrated excellence in classroom teaching
- Proven experience in applying an equity lens to educational programs and services

Preferred Qualifications:

- Bilingual Spanish
- Experience supervising site-level and district-level administrators
- Experience working with state-level departments and education entities
- Evidence and references demonstrating leadership in fostering trusting relationships

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the Deputy Superintendent.

The individual in this role may be required to perform other related duties as assigned by the Superintendent or designated leadership. The job description serves as a guideline for the primary functions and responsibilities, but the Deputy Superintendent is expected to be flexible and responsive to the evolving needs of the organization. Duties and responsibilities may change to meet the goals and objectives of the district.

Physical Demands:

The physical demands of the Deputy Superintendent position include extended periods of sitting, often at a desk or during meetings and conferences, and regular use of a computer and keyboard for data entry, communication, and documentation. Additionally, there may be occasional lifting and carrying of materials, frequent standing and walking, and potential travel to various locations, which could involve long periods of driving and exposure to various road conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions, as Bend-La Pine Schools is committed to providing equal access and opportunities for all individuals.

Benefits Information:

Bend-La Pine Schools provides its employees with a range of competitive and comprehensive benefits including medical, dental, vision, prescription coverage, life and disability insurance, an employee assistance program, options to enroll in employee funded 403(b) and/or 457(d) retirement savings plan, and various leave and professional development programs.

Bend-La Pine contributes the required 6% of employees' annual salary on a pre-tax basis to the Public Employees Retirement System (PERS/OPSRP) on the employee's behalf.

There is a travel/cell phone stipend provided to the employee in this position.

To learn more about the additional benefits or compensation options available for each employee group, please visit [our website](#).

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