

Job Title: Assistant Superintendent, Secondary Education
Department: Secondary Education
Reports To: Superintendent
FLSA Status: Exempt
Salary Schedule: EA lane 02



SUMMARY

The Assistant Superintendent of Secondary Education is responsible for providing leadership and directing the operation of all WCSD secondary schools by working with the assigned Executive Directors to implement and provide direction for curriculum and instructional initiatives. The Assistant Superintendent establishes program direction in all secondary schools through the creation of structures, plans, and programs for the schools. The Assistant Superintendent advises the Superintendent on issues within assigned area of responsibility, communicates with the School Board and the community regarding secondary programs, ensures compliance with state and federal regulations, administers the secondary program budget, formulates and defines long-range plans and strategies, guides policy development and program design, and coordinates implementation through department staff.

Assistant Superintendents will be in each of their assigned schools on a regular basis and highly involved to be intimately familiar with the school administration, staff, building operation, and overall culture and climate of the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Provides overall leadership, direction, and support in the planning, evaluation, improvement, and implementation of the WCSD secondary instructional program. Develops goals, plans, and commitments for secondary instruction that ensures students achieve high academic standards.

Oversees the Secondary Education Department staff and directs the development and implementation of programs and activities designed to meet the needs and priorities related to the secondary education program.

Participates in district administrative level planning and decision making with the other WCSD Executive Administration.

Ensures the Superintendent is kept fully informed on the operations of the Secondary Education Department. Provides support and advice to the Superintendent and school principals on curriculum and instructional matters.

Establishes an effective working relationship with the WCSD School Board in order to accomplish goals and objectives. Attends school board meetings/work sessions. Prepares and presents reports for the School Board as requested.

Leads and coordinates the work of the Executive Directors of Intermediate and High Schools.
Oversees school accreditation process and compliance.

Curriculum, Learning, & Development

- Develops an effective, district wide program of supervision and in-service education of administrative staff of the secondary schools.
- Plans and executes district wide goals and programs of curriculum review and development for all secondary grade levels and for the implementation of Professional Learning Communities (PLC's) and Comprehensive School Improvement Plans (CSIP's).
- Integrates instructional programs among the secondary schools and articulates curricula between secondary grade levels and between the secondary schools.
- Guides and directs secondary principals in the planning and implementation of effective programs for parents.
- Provides guidance in the selection and use of textbooks and other teaching materials.
- Plans and carries out a district wide program of curriculum review and development for the secondary grades.
- Collaborates and coordinates with all departments as it relates to student learning.
- In coordination with the WCSD Director of Assessment, Research, & Learning, the Secondary Education Executive Directors, and Principal Leaders, supervises the development of in-service programs for middle school educational personnel.

Management, Operations, & Compliance

- Prepares budget, monitors expenditures, and solicits funds to provide financial support for secondary programs.
- Administers the preparation of reports for federal, state, and local regulatory agencies to include enrollment reports and projections (to include Utah Consolidated Application funding report).
- Ensures compliance with state/federal regulations and other agencies governing educational programs and services within the assigned area of responsibility.
- Assists in determining staff allocations and hiring needs for positions.
- Participates in the selection of secondary school administrators and related service personnel within the District.
- Administers and coordinates activities of Senior Options, Textbook Adoption, SUU Master's Advising Committee for State Curriculum, Accreditation Committee, and other advising committees.
- Coordinates with the local law enforcement agencies in the management of the School Resource Officer program.
- Oversees and monitors through subordinate staff the administrative investigations and resolution of Title IX Education Amendments Act discrimination complaints and grievances.
- Contracts with agencies for needed services.

Student Assessment & Program Evaluation

- Leads in the evaluation of secondary instruction methods and programs and recommends such changes and improvements as needed.
- Evaluates assigned programs to ensure that objectives for student education are met.
- Evaluates and trains principals in the planning and implementation of effective programs of supervision and evaluation.
- Designs, recommends, and conducts educational experimentation, and disseminates and interprets the results to administrators, instruction specialists, classroom teachers, and staff as appropriate.
- Engages in an ongoing evaluation of the effectiveness of the instructional programs.
- Initiates and maintains effective liaison with state and other school districts in order to keep abreast of new educational developments and ideas.
- Keeps current with educational developments in the field of secondary education and participates in the affairs of state and national professional societies devoted to the advancement of secondary school education.
- Conducts observations of the secondary schools, assists and advises secondary principals, and evaluates secondary principals annually.
- Oversees the WCSD CTE & Counseling, Special Education, and Assessment & Learning Programs, in addition to secondary NESS schools and the School Resource Officers.
- Oversees WCSD School Principals assigned to middle schools and other assigned schools.
- Oversees the WCSD Secondary Education Assistant Principals.

SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibility over the Secondary Executive Directors, Secondary Principals & Assistant Principals, and staff assigned to the Secondary Education Department.

Effectively evaluates assigned personnel according to the WCSD policy.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical

journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A Master's degree with a minimum of ten years related administrative experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position requires an active professional level Utah School Leadership License.

Must have and maintain an active Utah Driver’s License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Executive Director, Human Resources		Date: 05/07/2007	
Approved By: WSCD School Board		Date: 05/08/2007	
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Executive Director, Human Resources	Date: 04/24/2013
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 01/08/2019

<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	