

Job Title:	ASSISTANT SUPERINTENDENT
Department:	Administration
Reports to:	Superintendent
Classification:	Exempt / Certified Staff
Employment:	12 months / 2-Year Contract
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of administration personnel.

SUMMARY

The assistant superintendent oversees multiple functions for overall smooth operation of the school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Performs the ministerial functions of the superintendent in the absence of the superintendent.
2. Solicits bids for construction, repair and maintenance in accordance with law and Board policy and make recommendations to the Board regarding those bids.
3. Assists the superintendent in directing the administration and coordination of the district's curriculum and instructional programs.
4. Assists in the administration, preparation, and management of the budget.
5. Assists the superintendent in the selecting, dismissing, assigning, transferring and counseling of certified and non-certified personnel.
6. Plans for the maintenance of all school facilities.
7. Coordinates and supervises Special Services/Federal Programs.
8. Coordinates and supervises the Technology department staff.
9. Assists the superintendent in directing the administration and coordination of the district's safety and security programs.
10. Coordinates and supervises the Health Services staff.
11. Coordinates and supervises the building and grounds maintenance staff.
12. Coordinates and supervises the school transportation program and staff, including bus drivers and fleet maintenance staff.
13. Coordinates and supervises the food service program and staff.
14. Evaluates certified and non-certified personnel within supervisory areas.
15. Coordinates the district's school improvement plan (Missouri School Improvement Plan-MSIP).
16. Performs other tasks and assumes other responsibilities as the Superintendent may assign.

SUPERVISORY DUTIES

1. Special Services / Federal Programs
2. Technology
3. Safety & Security
4. Health Services
5. Transportation
6. Food Service
7. Building and Grounds Maintenance
8. Such other staff members or responsibilities as the superintendent may designate.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

Specialist degree or higher in educational administration or educational leadership or a master's degree in business administration

Certificates, Licenses, Registrations

Appropriate certification in field.

A valid Missouri superintendent certificate is preferred.

Such alternatives to the qualifications as the board of education may find appropriate and acceptable.

SKILLS AND ABILITIES

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

- Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and contracts and other legal documents
- Have sufficient reading skills to interpret and apply Board policy and administrative procedures
- Have listening skills sufficient to receive inquiries and complaints and respond appropriately
- Be able to make effective presentations to the Board, staff and community

Computation

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts

Technology

This position requires basic skills in the use of computers and hand-held electronic devices and phones.

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 essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Must be able to communicate in noisy environments such as construction sites.

Travel

Must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

Attendance

Regular attendance is an essential component of this position.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who occupies this position will regularly work in a typical office environment but will occasionally be required to work outside in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.