

## MARION COUNTY JOB DESCRIPTION

Position Title: Assistant Superintendent of Learning Services Department: Central Office Reports To: Superintendent Approved By: Marion County Board of Education      Date: May, 2010-April 2019
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### SUMMARY:

~~Develops, oversees, and manages the day to day operations in the areas instruction and curriculum. Works as a liaison between the schools and the Superintendent in regards to student learning.~~

To assist the superintendent effectively in the task of providing leadership in the day to day operations of the school district and in the development and achievement of the strategic goals of the district/schools

### ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provide leadership *and expertise is assessing, identifying, formulating, and implementing the district educational goals and objectives* in all district programs relating to curriculum and instruction.
- Assist principals and teachers in articulating instructional practices within and among schools. Supervise and coordinate staff in providing support for learning among students and staff.
- ~~Coordinate and facilitate the selection and purchase of instructional materials, text books, and assessment materials in the district.~~
- ~~Facilitate planning and training processes for new and current teachers in regards to curriculum and instruction within schools and across the district. Oversee teacher internship and national board certifications. Assist in the placement of student teachers.~~
- ~~Manage committees that influence decisions in curriculum and instruction. Manages and tracks certified evaluations according to district policy. Plan, organize, and implement a district appeals committee regarding evaluations.~~
- Carry out projects that are assigned by the superintendent to enhance the over-all operation of the district.
- Demonstrate a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.
- Demonstrate positive, professional relationships with district personnel, parents and community.

- Provide analysis and interpretation of assessment results to the schools and the school board.
- Work with directors of transportation, vehicle maintenance, food services, buildings and grounds, technology maintenance, employee personnel and benefits, finance, and student support to insure positive, effective and efficient operation of services.
- *Shall assume duties of superintendent when the superintendent is out of the district*

**SUPERVISORY RESPONSIBILITIES:** Responsible for appraising performance; addressing complaints and resolving problems in areas related to curriculum and instruction. Must carry out all supervisory complaints in accordance with district and state policies and applicable law.

*QUALIFICATION REQUIREMENTS: 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.*

**EDUCATION and/or EXPERIENCES:** Master's Degree in Educational Management; must have strong leadership skills, communication skills, and supervisory experience at elementary, middle, and high schools.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Appropriate Kentucky Department of Education Superintendent Certification.

**LANGUAGE SKILLS:** 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 customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and board of education.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**TECHNOLOGY SKILLS:** Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*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 frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

*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.*

The noise level in the work environment is usually very quiet.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

*File Name:Superintendent, Assistant*