

TITLE: ASSISTANT SUPERINTENDENT

QUALIFICATIONS:

- Kentucky Administrative Certification, including Superintendent Certification
- At least 5 years of successful leadership experience in education, preferably in both building and district-level administration
- Demonstrated experience in curriculum, instruction, and assessment
- Knowledge of human resources processes, federal programs, and educational policy
- Strong communication and leadership skills
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

REPORTS TO: SUPERINTENDENT

GOAL:

To assist the Superintendent in providing leadership for the district, ensuring the highest standards of excellence in instruction, assessment, human resources, communications, policy, and district planning.

PERFORMANCE EXPECTATIONS:

Oversees and provides leadership in the following areas:

Instructional Leadership

- Curriculum development, instructional design, and assessment across grade levels
- Oversight of all district-level instructional programs
- Support and coaching for school and district administrators
- Serves as the District Assessment Coordinator (DAC)
- Analysis of student achievement data
- Oversight of the implementation of effective instructional strategies

Human Resources

- Management of hiring procedures, substitute systems, job postings, certification compliance, evaluation systems, and annual notification letters and processes
- LEAD report coordinator
- Assists with recruitment, onboarding, and support of new staff
- Coordination of the New Staff Support and Mentoring System

Professional Development and Evaluation

- Coordination of professional learning opportunities and annual, required trainings
- District Certified Evaluation Plan Coordinator

- Supports systems and planning for Professional Learning Communities (PLCs) and ensures job-embedded learning

Federal and State Program Oversight

- Oversight of federal programs including Title I, II, and IV
- Grant writing and management, including budgets and reporting
- Ensures and manages equitable services to private school students
- Coordinates Extended School Service budgets and related support systems

Policy and Planning

- Policy development, review, and revision
- Comprehensive District Improvement Plan (CDIP) Coordinator
- SBDM Council Coordinator and liaison
- Oversight of the Tuition Processes
- Title IX Coordinator
- Lead and serve on district committees as assigned

Communication & Public Relations

- Oversees district communications, including website and social media
- Prepares reports and presentations for the Board and community
- Promotes transparency, engagement, and strong public relations

Other Duties As Assigned to Support the Superintendent's Work

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Kentucky Academic Standards and instructional best practices
- State and federal education laws and regulations
- Human resource processes and certification procedures
- Educational research, data analysis, and school improvement planning
- Communication platforms and public relations strategy

ABILITY TO:

- Communicate effectively both orally and in writing
- Lead and collaborate with district and school-level teams
- Analyze problems and develop data-informed solutions
- Organize multiple programs and projects simultaneously
- Maintain confidentiality and exercise sound judgment
- Build trust with stakeholders and represent the district professionally

TERMS OF EMPLOYMENT:

Length of contract, wage rate, and work year to be established by the Board.

EVALUATION:

Performance will be evaluated annually in accordance with Board policy on the evaluation of administrative personnel.

Employee Name (please print): _____

Reviewed and agreed to by: _____ Date: _____

(Employee Signature)