

Fox C-6 School District

Assistant Superintendent for Secondary Education (265)

JOB POSTING

Job Details

Title

Assistant Superintendent for Secondary Education

Posting ID

265

Description

POSITION TITLE: Assistant Superintendent for Secondary Education
STATUS: 260-Day Contract
FLSA STATUS: Exempt
REPORTS TO: Superintendent

POSITION SUMMARY: The Assistant Superintendent of Secondary Education will monitor the academic achievement and alternative programs in all secondary schools. The Assistant Superintendent will do this through designing appropriate structures and organization within the District to heighten the level of expectations and experiences our students are exposed to within the hallways of our secondary schools. The Assistant Superintendent of Secondary Education will establish a belief system based on continuous improvement related to teaching and learning in secondary schools and programs. He or she will provide appropriate and timely professional development to support this belief. The Assistant Superintendent will support principals and key stakeholders through supporting the action steps of the Comprehensive School Improvement Plan.

ESSENTIAL FUNCTIONS:

1. Serve as a member of Superintendent's Cabinet by participating in regularly scheduled meetings with the leadership team of the district.
2. Report back to the Superintendent through regularly scheduled meetings on progress related to goals and job responsibilities as they connect to the CSIP goals, outcomes, strategies, and action steps.
3. Goal champion for the Student Learning Goal in the implementation of our CSIP Plan for 2016-2021.
4. Assists in the daily supervision of secondary schools – 2 high schools, 4 middle schools, and 1 alternative school.
5. Oversee and/or supervise all secondary principals, assistant principals, and athletic directors in the 7 schools in the Fox School District.
 1. Oversee budgets of all secondary buildings.
 2. Oversee activities funds of all secondary buildings.
 3. Oversee schedules and assist with staffing at all secondary buildings.
 4. Develop, design, and facilitate principal meetings, assistant principal meetings, athletic director meetings, and professional development structures.
6. Collaborate, supervise, and approve the School Improvement Plans of the 7 secondary schools by assessing goals and giving suggestions for alignment to the Comprehensive School Improvement Plan.
7. Serve as a member of Fox Forum, the District-level PTO Presidents' committee, to discuss key issues in our district and hear parent perspectives.
8. Collaborate with the Teacher Leadership Group on issues within the District.
9. Present to the Board of Education regarding secondary issues affecting our District.
10. Work with the Communication Department on issues that need appropriate communication for secondary schools.
11. Facilitate the Extra Curricular Activities Committee to review pay structures for coaches and sponsors.
12. Facilitate discipline hearings for all suspensions of 10 or more days and design appropriate interventions to help students find success – restorative justice programs, substance abuse programs, etc.
13. Work closely with all secondary principals at developing a Response to Intervention process that fits the school's and District's needs based on Every Student Succeeds Act (ESSA).

14. Aid secondary schools in the facilitation and implementation of PLC development within their buildings. Develop ways to create additional time for PLC work through working with our Professional Development Director.
15. Assist the secondary schools in the facilitation and implementation of improving the PLC work within buildings through professional development.
16. Assist the Curriculum Department with designing, developing, and implementing curriculum, including assisting the process of creating common formative and summative assessments for teachers.
17. Supervise Summer School Director and update Board of Education on attendance, enrollment, and summer school budgetary needs.
18. Supervise Summer School administrators.
19. Collaborate with the Curriculum Department and the Assistant Superintendent of Elementary Education in the design and implementation of professional development for administrators.
20. Support high school principals and their administrative teams in creating student leadership opportunities supporting diversity.
21. Participate and assist with the selection and hiring of administrators for the secondary level.
22. Develop and maintain a plan for effective communication with secondary schools and administrators.
23. Promote good district-community relations and partnerships.
24. Keep current with developments in the fields of education and best instructional practices.
25. Attend and facilitate various meetings during the school day, evenings, and weekends.
26. Implement programs within established standards, Board of Education policies, District Regulations, and state laws.
27. Handle confidential information appropriately.
28. Perform other tasks as assigned by the superintendent.

ESSENTIAL SKILLS AND ABILITIES:

1. Ability to communicate effectively with a variety of clientele.
2. Physical stamina to handle challenging work schedule.
3. Respect for administrators, students, teachers, parents, and support staff.
4. Ability to exercise sound judgment on sensitive issues.
5. Ability to work effectively with all stakeholders.
6. Calm demeanor for handling stressful situations.
7. Ability to effectively resolve conflict between various stakeholders with diverse backgrounds and needs.
8. Ability to accomplish tasks that are often interrupted by persons with special and/or immediate needs.
9. Must possess effective written and verbal communication skills.
10. Ability to read, analyze, and determine a course of action based on various types of written and verbal information.
11. Must possess excellent problem-solving, management, organizational, and interpersonal skills.
12. Must possess knowledge of special education.

BASIC REQUIREMENTS:

1. Master's degree with a major in educational administration required (Educational Specialist or Doctorate preferred).
2. Must hold a current Missouri secondary principal or superintendent certificate.
3. Successful secondary school administration and supervision experience.
4. Successful teaching experience.

WORK ENVIRONMENT:

The work setting involves performance in an environment with various levels of staff to supervise and the accomplishment of tasks that are often interrupted by persons with special and/or immediate needs. The employee must be able to regularly work non-traditional hours, including evenings and weekends. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, and utilize manual dexterity. The employee is occasionally required to reach with hands and arms, to stoop, kneel, crouch, or crawl, and to lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, the ability to adjust focus, and depth perception. The employee must independently transport him/herself to various sites in the District as well as other sites out of the District for various types of meetings and events.

[Click Here](#) to apply.

Shift Type **Full-Time**
Salary Range **\$135,000.00 / Per Year**
Location **Central Office, Arnold, MO 63010**

Applications Accepted

Start Date **02/13/2019**
End Date **02/24/2019**

Job Contact

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