



# ANNOUNCEMENT OF VACANCY

## **Assistant Superintendent of Leadership and Accountability/Title IX Coordinator**

(posted 4/8/2021)

**SUMMARY:** Reports directly to the Superintendent of Schools. The Assistant Superintendent of Leadership and Accountability will guide the operations of all K-12 schools, is responsible for overseeing and aligning critical district administrative functions, processes and special projects that engage multiple departments, leads the district's efforts in supporting school leadership, is responsible for ensuring high academic achievement for all schools and scholars, provides leadership and support with helping schools maintain an environment where teaching and learning are the centerpieces, assists the Superintendent with improving the district's networking capabilities and central office responsiveness and accountability and also serves as the Title IX Compliance Officer for claims involving student.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops and implements strategies for achieving academic excellence through the improvement of effective school leadership, quality teaching and learning, instructional programs and efforts designed to improve student outcomes.
- Aligns the work of the Leadership and Accountability and the Curriculum Instruction Departments to ensure cohesive supports are provided to schools.
- Supervise and evaluate directors by modeling growth mindset, effective collaboration, data utilization and problem solving and by providing regular feedback on their individual, team and departmental progress
- Identifies and set data driven goals and expectations for principal.
- Establishes and/or implements systems to ensure effective and efficient operations in support of schools.
- Directs, oversees and evaluates principals and program directors' performance in terms of their productivity in achieving departmental and District goals.
- Provides direction and guidance to leverage the District's performance management system to align with the District's strategic plan and goals for student achievement.
- Establishes structures and processes with a particular focus on improving underperforming students and schools.
- Establishes cross-functional working groups to support District initiatives.
- Participates in the District's equity efforts to ensure that staff implement strategies to close the achievement gap and raise academic achievement for every student.
- Lead the design, delivery, and facilitation of teacher and principal professional development strands and the facilitation of professional learning communities.
- Serves as District Appeal's Officer for disciplinary cases involving differences in extended suspensions or possible expulsions.
- Stay abreast of current literature, legislation, rules and regulations pertaining to areas of responsibility, making recommendation update.
- Assist Principals with developing progressive and comprehensive school improvement plans that are culturally responsive, anti-racist, and is reflective of a data-driven approach to reform that puts students first.
- Serve as Shepard for the School Improvement Grant.
- Provides leadership, guidance, mentorship and coaching to principal using best practices.
- Serves as Title IX Coordinator for claims involving students.
- Performs and carries out projects and other duties related to Leadership and Accountability as assigned by the Superintendent of Schools.

## **Assistant Superintendent of Leadership and Accountability /Title IX Coordinator (Continued)**

(posted 4/8/2021)

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Doctorate preferred, minimum master's degree +30 graduate credit hours with in-depth preparation in school leadership, district leadership, and curriculum, instruction and assessment, continuous improvement, professional learning communities, assessment, and professional development.
- Missouri certificate as a Principal.
- A minimum of five years of successful school administration and supervision experience.
- Excellent interpersonal, verbal and communication skills with staff, parents and patrons.
- Demonstrated success at designing and maintaining a positive, collaborative culture.
- Demonstrated success at leading continuous improvement efforts including the establishment of data priorities to raise student achievement.
- Ability to interact with a wide variety of persons in a challenging setting.
- Strong knowledge of school leadership.
- Experience in an urban education preferred.
- Successful completion of a background check by Human Resources.

### **TERMS of EMPLOYMENT:**

**Year:** 12 months

**Salary:** Administrator Range on the District Administrative Salary Schedule Scale VII

#### Application Submission Procedure:

To ensure full consideration, please visit the Riverview Gardens School District website- [www.rgsd.k12.mo.us](http://www.rgsd.k12.mo.us), click "employment opportunities." If you already have a Profile, click on "Job Listings" and apply for the position. Applications are accepted only through this process, mailed or emailed application materials will not be considered. A resume must be uploaded with the application. All documents are required, partial or incomplete application materials will not be considered or reviewed; please make sure that all documents are uploaded appropriately.

Any questions, please contact:

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