

Kansas City, MO School District
Assistant Superintendent of Schools-01281 (School Leadership) (Assistant Superintendent of Schools-01381 (School Leadership))

JOB POSTING

Job Details

<i>Posting ID</i>	Assistant Superintendent of Schools-01381 (School Leadership)
<i>Title</i>	Assistant Superintendent of Schools-01281 (School Leadership)
<i>Description</i>	Kansas City Public Schools Assistant Superintendent of Schools

JOB POSTING

Job Details

Posting ID **Asst Supt of Schools**
Title: **Assistant Superintendent of Schools**

Reports to: Deputy Superintendent

PURPOSE OF JOB: To plan, implement, coordinate and evaluate all activities in District elementary and secondary schools. Position formulates and interprets policies and procedures and ensures compliance with state and federal regulations. Administers a budget and supervises department personnel. To maximize services for students in the District by performing the following duties personally or through subordinate personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following, other duties may be assigned):
Provide leadership for elementary and secondary schools.

Provides leadership and is the executive responsible for a significant increase in measurable academic achievement for grades K-12.

Oversee school planning, implementation, coordination and evaluation of elementary and secondary schools, and ensure that program activities comply with the Court Order, District policies and Senate Bill 658.

Provide resources from all District departments to assist schools in their improvement of academics.
Reviews and monitors school improvement plans.

Interprets elementary and secondary education programs to the School Board, staff and the public.

Work closely with principals to monitor and observe classroom activities, and conference with principals and program leaders to strengthen their leadership skills.

Work directly with central support staff and building-based staff to coordinate curriculum development, instructional delivery, staff selection and evaluation procedures and pre-service/in service training designed to assist classroom teachers in achieving the instructional goals of the District.

Foster the availability and suitability of programs for students with special needs as feasible and allocate appropriate building space for programs as needed.

Work cooperatively with other cabinet and executive level staff to plan, project, develop, analyze, and implement short-range District goals and objectives.

Assists the human resources department in determining staff allocations and with interviewing and recommending qualified candidates for secondary education professional staff positions.

Work closely with principals and program leaders to develop a collaborative building level staff development plan that focuses significantly on the improvement of instruction and student learning.

Provide assistance to principals assigned job targets by visiting schools weekly, observing leadership, teacher performance, student learning, and giving feedback to improve performance. Provide resources as appropriate to assist principals on job targets to improve leadership skills and promote professional growth.

Prepare funding proposal; complete, monthly and quarterly financial and other reports as required by the District, State and assist budget personnel in the resolution of budgetary/audit issues, as necessary.

Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in elementary and secondary education.

SUPERVISORY RESPONSIBILITIES: Yes

CORE LEADERSHIP COMPETENCIES:

These leadership competencies are expected of all Executive level staff at Kansas City Public School District and form the basis of our performance management system for Executive level staff.

1. LEADING CHANGE

Continual Learning - Grasps the essence of new information; masters new technical, educational and managerial knowledge quickly; recognizes own strengths and weaknesses; pursues self-development; seeks feedback from others and opportunities to master new knowledge.

Creativity and Innovation - Develops new insights into situations and applies innovative solutions to make organizational improvements; creates a work environment that encourages creative thinking and innovation; designs and implements new or cutting-edge programs/processes.

External Awareness - Identifies and keeps up to date on key educational policies and trends at the national and local level and looks for opportunities to bring best practices to PPS. Factors political, social and economic trends that affect the organization into management strategy and plans on an ongoing basis.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to

new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.

Resilience - Deals effectively with pressure; maintains focus and intensity and remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work.

Service Motivation - Creates and sustains an organizational culture which encourages others to provide the quality of service essential to providing excellent support to staff, schools, family and community. Enables others to acquire the tools and support they need to perform well. Shows a commitment to the KCMSD mission and goals. Influences others toward a spirit of service and meaningful contributions to making progress on the KCMSD vital signs.

Strategic Thinking - Formulates effective strategies consistent with the academic, social and organizational challenges of the organization. Examines policy issues and strategic planning with a long-term perspective. Determines objectives and sets priorities; anticipates potential stakeholder reactions or opportunities.

Vision - Takes a long-term view and acts as a catalyst for organizational change; builds a shared vision with others. Influences others to translate vision into action. Demonstrates a passionate belief that all children can achieve at high levels.

1. LEADING PEOPLE

Conflict Management - Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact. Maintains emotional self-control in conflict situations.

Leveraging Diversity - Recruits, develops, and retains a diverse high quality workforce. Leads and manages an inclusive workplace that maximizes the talents of each person. Ensures that equity and high expectations for all staff and students are ingrained in all aspects of the work of the district. Respects, understands, values and seeks out individual differences to achieve the vision and mission of the organization. Embraces the diversity of families and community partners and looks for mechanisms to expand the involvement of diverse community members in the work of the district. Able to lead staff in ongoing conversations and self-reflection about race and poverty.

Integrity/Honesty - Instills mutual trust and confidence; creates a culture that fosters high standards of ethics; behaves in a fair and ethical manner toward others, and demonstrates a sense of responsibility and commitment to student achievement. Follows through on commitments, maintains an atmosphere of openness and transparency.

Team Building - Inspires, motivates, and guides others toward goal accomplishments. Consistently

develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, trust. Develops leadership in others through coaching, mentoring, rewarding, and guiding employees.

III. RESULTS DRIVEN

Accountability - Assures that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for goals and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans; focuses on results and measuring attainment of outcomes. Holds self and others accountable to put the needs of students ahead of the needs of adults in the system in solving problems.

Customer Service - Balancing interests of a variety of stakeholders; readily readjusts priorities to respond to pressing and changing customer demands, both internal and external. Anticipates and meets the need of customers; maintains a high level of service; is committed to continuous improvement of services.

Decisiveness - Exercises good judgment by making sound and well-informed decisions that are data driven; perceives the impact and implications of decisions; makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences; is proactive and achievement oriented.

Entrepreneurship - Identifies opportunities to develop and implement new processes and programs within or outside of the organization. Is willing to take risks; initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.

Problem Solving - Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems.

Technical Credibility - Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise, both educational and managerial. Is able to make sound hiring and capital resource decisions and to address training and development needs. Understands linkages between administrative competencies and mission needs.

1. BUSINESS ACUMEN

Financial Management - Demonstrates broad understanding of principles of financial management and marketing expertise necessary to ensure appropriate funding levels. Prepares, justifies, and/or administers the budget for the program area; uses cost-benefit thinking to set priorities; monitors expenditures in support of programs and policies. Identifies cost-effective approaches.

Human Resources Management - Assesses current and future staffing needs based on organizational

goals and budget realities. Using merit principles, ensures staff are appropriately selected, developed, utilized, appraised, and rewarded; takes corrective action when necessary.

Technology Management - Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness. Develops strategies using new technology to enhance decision making. Understands the impact of technological changes on the organization.

1. BUILDING COALITIONS/COMMUNICATIONS

Influencing/Negotiating - Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals; facilitates "win-win" situations.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.

Oral Communication - Makes clear and convincing oral presentations to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Partnering - Develops networks and builds alliances both internally and externally, engages in cross functional activities; collaborates across boundaries, and finds common ground with a widening range of stakeholders. Utilizes contacts to build and strengthen internal and external support bases.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Approaches each problem situation with a clear perception of organizational and political reality; recognizes the impact of alternative courses of action.

Written Communication - Expresses facts and ideas in writing in a clear, convincing and organized manner.

Required Qualifications

- Specialist Degree in Educational Administration
- Five (5) years of progressively responsible experience including Leadership experience in areas directly related to Pre-K-12 public education setting
- Experience as a School Principal
- Experience interpreting and analyzing school data
- Outstanding oral and written communications skills with the ability to communicate effectively with staff, community leaders, and parents
- Strong leadership, communication, and human relation skills
- Expert knowledge of elementary and/or secondary curriculum
- Knowledge of state/federal regulations and accreditation requirements governing public education programs
- Knowledge of and skill in the use of various office applications including database, internet, spreadsheet, word processing, and other related applications

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.

This job requires that the employee be able to sit, stand, walk, speak, hear, use hands, fingers, reach with hands and fingers; bend, stoop, lift objects of at least ten pounds; visual ability requires mono and color vision.

TERMS OF EMPLOYMENT:

Length of Work Year: 12 months

Benefits: Retirement Program, Health, Dental and Life Insurance are provided.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	Comm w/Educ & Exp
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Classified
<i>External Job Application</i>	Classified	<i>Internal Job Application</i>	Classified
<i>Location</i>	Board of Education	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	01/28/2021
<i>Internal End Date</i>	<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>	Human Resources
<i>Location</i>	Board of Education	816-418-7700
<i>Email</i>		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Classified Reference Check
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