

# Lees Summit R-7 School District

## Associate Superintendent of Academic Services (414)

### JOB POSTING

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#### **Job Details**

<i>Posting ID</i>	<b>414</b>
<i>Title</i>	<b>Associate Superintendent of Academic Services</b>
<i>Description</i>	<b>244 Day/Yr</b>

#### **Purpose Statement**

The job of Associate Superintendent of Academic Services was established for the purpose/s of maximizing student achievement by: managing the overall delivery of the District's curriculum and instructional programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; providing the Superintendent with information necessary to develop recommendations related to instruction and leadership; and serving as an integral member of the leadership team.

This job reports to Superintendent.

#### **Essential Functions**

- Collaborates with a wide variety of internal and external groups (e.g. district and site administrators, professional learning communities, community organizations, other district administrators, etc.) for the purpose of implementing program components, creating long and short term plans, and addressing organizational objectives.
- Assists and supports the Superintendent and Board of Education for the purpose of developing, achieving and implementing the best possible educational programs and services.
- Compiles data from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.
- Coordinates a wide variety of planning, development, and operational projects and events (e.g. annual review of Comprehensive School Improvement Plan; Emergency Operations Plan, etc.) for the purpose of documenting procedures and implementing programs and/or processes in compliance with District policy and mandated requirements.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.
- Develops program needs based on significant changes in education, current trends, regulations and state-of-the-art developments for the purpose of evaluating alternatives, and developing and implementing changes.
- Engages in an on-going evaluation of the effectiveness of the elementary and secondary instructional programs for the purpose of ensuring that the potential for optimal student learning is maximized.
- Facilitates meetings that frequently involve a range of issues (e.g. personnel and financial procedures, regulatory requirements, requests from outside agencies, interdepartmental needs, etc.) for the purpose of communicating information, developing recommendations, guiding and supporting other staff, and serving as District representative.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. textbook adoption, professional growth, goals attainment, curricular trends and implementation, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs a variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.
- Provides leadership and direction to all departments related to instruction and leadership (e.g. curriculum, instruction, assessment, professional development, instructional technology student services, library media, etc.) for the purpose of ensuring that the most effective strategies and tools for teaching and learning are implemented.
- Recommends solutions to a wide variety of complex issues for the purpose of addressing the curriculum and education needs of the district.

- Researches a wide variety of topics related to curriculum and instruction (e.g. policies, best practices, trends, legislation, etc.) for the purpose of ensuring compliance with established requirements, securing general information for planning, taking action, and/or responding to requests.
- Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.
- Facilitates safe and positive learning environments at district elementary and secondary schools.
- Monitors building professional development efforts including individual teacher training ensuring that efforts are connected to student data, school improvement plans and the district's strategic plan.
- Demonstrates commitment for professional development growth by attending educational seminars and conferences, doing personal research, reading related literature and actively sharing this information with others.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

**SKILLS** are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

**KNOWLEDGE** is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current trends and best practices within curriculum, instruction and assessment; concepts of professional growth; education code; federal and state grants management; pertinent codes, policies, regulations and/or laws; and accounting/bookkeeping principles.

**ABILITY** is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: effectively communicate; adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

### **Responsibility**

**Responsibilities** include: working independently under broad organizational guidelines to achieve unit objectives; managing major organizational components; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field with increasing levels of responsibility is required. Experience at the Superintendent level is a plus.

**Education** Doctorate preferred.

**Equivalency** None Specified

**Required Testing** None Specified

**Certificates & Licenses** MO Superintendent's Certificate

**Clearances** Criminal Justice Fingerprint/Background Clearance

**Continuing Educ. / Training Clearances** None Specified

**FLSA Status** Exempt

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$138,503.00</b>
<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>Administration</b>
<i>External Job Application</i>	<b>Admin - NEW</b>	<i>Internal Job Application</i>	<b>Admin - NEW</b>
<i>Location</i>	<b>STANSBERRY LEADERSHIP CENTER</b>	<i>Posting Status</i>	<b>Active</b>

*Minimum Qualifications Screening*

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>12/18/2020</b>	<i>General Start Date</i>	<b>12/18/2020</b>
<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>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

<i>Automatically Send Reference Check</i>	<b>No</b>	<i>Reference Check Form</i>
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