



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	ASSISTANT SUPERINTENDENT - ELEMENTARY 4020 , MIDDLE 4015, HIGH 4010
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4020
BARGAINING UNIT:	ELEMENTARY

#### SCOPE OF RESPONSIBILITIES

Provides leadership for planning and developing the District's instructional programs supervising approximately 25-30 schools. Collaborates instructional program leadership for the District with all Assistant Superintendents. Responsible for representing the best interests of the school programs. Provides direct supervision of school Principals. Serves as the link between the assigned schools and other District programs, services, and the community. Leads school leaders to promote student success, equitable opportunities, and engaging opportunities to deepen student engagement.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Collaborates with other Assistant Superintendents in matters relating to instructional program development and the use of data for the improvement of instruction including the incorporation of strategies to address the achievement gap

Supports the implementation of the Kentucky Core Academic Standards and deeper learning initiatives

Creates communication and integration systems to improve educational services, instructional programs, and organizational accountability for improved student success; particular focus on strategies to address the achievement gap

Supervises the development of systematic approaches to improving student achievement; monitors recent research and development in the areas of instructional and educational support for all students

Confers with the Superintendent and SBDM councils on Principal hiring

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Monitors and oversees the performance appraisal process for designated area of supervision including evaluation of Principals

Advises and assists Principals in developing and evaluating programs addressing attendance, suspensions, and discipline, as well as resolving instructional issues; focused attention on the gap between student groups

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and JCPS policies, rules, and procedures

Confers with school leaders on parent and community concerns and complaints

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification for Superintendent
Five (5) years successful administrative experience
Ten (10) years successful public school service in certificated position(s)
Three (3) years successful experience as a teacher
Ability to articulate vision of best practice for instructional programs
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Ten (10) years of experience as a school principal
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
Advanced preparation or Doctorate
Experience in a diverse workplace