

Union Public Schools Job Description

Position Title: Assistant Superintendent for Teaching and Learning
Department: Teaching and Learning
Reports To: Superintendent of Schools

FLSA Designation: Exempt

SUMMARY: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
- Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
- Reports on the status of District programs and services at the request of the superintendent.
- Prepares drafts of needed Board policies and administrative rules for the Superintendent's review and action.
- Plays a significant leadership role in curriculum planning and in-service education for the professional staff.
- Serves upon assignment by the Superintendent as a resource person to all division directors in the District.
- Interprets the programs, philosophy, and policies of the District to staff, students, and the community at large.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in schools.
- Establishes necessary procedures for referral and cooperative planning with other agencies, both local and state, that provide services to children.
- Communicates to the Superintendent the requirements and needs of the District as perceived by staff members.
- Recommends and assists in the recruitment of special services personnel.
- Prepares state reports and claims as required.
- Determines the transportation needs of the special education services.
- Plays a significant leadership role in fostering professional growth and building of staff morale throughout the District.
- Confers with appropriate division directors on matters of concern.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by Superintendent of School.

SUPERVISORY RESPONSIBILITIES: Supervises staff members as the Superintendent may designate.

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Master's degree or equivalent, at least ten years' successful experience in teaching and school administration, and a valid Superintendent's license.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Superintendent Certification required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: None.

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.*

While performing the duties of the job, the employee is frequently required to sit.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.