POSITION DESCRIPTION

POSITION TITLE: Assistant Superintendent for School Improvement

F.L.S.A.:   Exempt Professional

Reports to: Superintendent of Schools

Qualifications:

- A minimum of three years teaching experience.
- Principalship and district office experience preferred.
- A doctorate in Educational Administration/Leadership preferred.
- Administrative certification required with Superintendent certification preferred.
- Possesses collaborative and interpersonal skills.
- Proven leadership skills.

Areas of Accountability:

1. Provides leadership and direction to the district's quality program.
2. Directs, guides, and facilitates the district's strategic planning processes.
3. Supervises and evaluates the district's principals.
4. Organizes and facilitates leadership development opportunities for current and aspiring administrators.
5. Performs all other duties and responsibilities as assigned by the Superintendent of Schools.

Essential Job Functions:

1. Oversees the development, implementation, and evaluation of the district's quality program.

2. Serves on the Board of Examiners, as an Overseer, or as a Judge for the Excellence in Missouri Foundation.

3. Maintains knowledge of and active involvement in quality programs such as the Missouri Quality Award Program and/or the Malcolm Baldrige National Quality Program.

4. Actively supervises and provides direct assistance and counsel to principals.

5. Leads and facilitates the Comprehensive School Improvement Plan and Building School Improvement Plan processes.

6. Collaborates with the Assistant Superintendent for Academic Services to coordinate the Missouri School Improvement Plan and AdvancED district accreditation processes.

7. Maintains communication with educational leaders at the local, state, and national levels to remain abreast of educational trends and issues.

8. Assists the Superintendent in the development of Board of Education policies and district procedures to accomplish the district's mission.