



Job Opportunity

Assistant Superintendent

PAY GRADE: Administrator Salary Schedule
FLSA: Exempt
SUPERVISOR: Superintendent
TERMS OF EMPLOYMENT: 246 days per year. Works on-site according to designated schedule.

SUMMARY:

The Assistant Superintendent acts as the District's Chief Academic Officer and works with the Superintendent, Directors, and Principals to ensure the District's high quality of learning for all students. S/he is directly responsible for the planning, development and coordination of all curriculum and instructional programs. This position supports District leadership in the development and maintenance of community partnerships supporting the District's mission. The Assistant Superintendent serves as the Superintendent's designee in his/her absence.

MINIMUM QUALIFICATIONS:

Possesses a Master's degree or higher, from an accredited college or university in Educational Administration or Curriculum and Development. Holds a Valid Idaho Administrator Certificate endorsed Superintendent Pre-K-12 or the ability to obtain by the beginning of the school year. Demonstrated track record of utilizing instructional practices to effectively engage elementary and secondary students, coupled with an expert understanding of the impact of diversity on learning. Experience in school district finance and operations. Evidence of successful teaching and/or administrative experience. Valid driver's license and reliable transportation required. Staff professional development experience preferred. Spanish language skills or bilingualism preferred.



DEPARTMENT OF HUMAN RESOURCES

118 W. Bullion St., Hailey, ID, 83333 | <http://www.blaineschools.org> | ph: (208) 578-5000 | fx: (208) 578-5110

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(This list of essential duties is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

- Oversees and coordinates development and improvement of curriculum and instructional programs. Directs curriculum, instruction, assessment, special programs, and staff development programs.
- Facilitates ongoing professional development for teaching and learning to continuously improve student outcomes.
- Promotes Idaho Content Standards.
- Promotes effective relationships with staff at all levels within the organization.
- Works with parents, administrators, staff and students to resolve school/District issues and/or complaints as they may arise.
- Supports the Superintendent and District Administration with implementation of the District's Strategic Plan.
- Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and support for overall school objectives and programs.
- Oversees the Special Programs Director.
- Serves in a lead role in developing, analyzing and communicating district data and assessment reports to the Superintendent, Administrators and staff.
- Provide leadership in the administration of national, state, and local assessments.
- Supervises and evaluates (as outlined in the Supervision/Evaluation Plan) all staff members.
- Attends school-sponsored activities, functions, and events as appropriate.
- Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- Responsible for having a working knowledge of BCSD policy and procedures, master contract, and State Board of Education rules and regulations.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of instructional practices that effectively engage elementary and secondary students, coupled with a deep understanding of the impact of diversity on learning. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Ability to effectively define problems, collect data, establish facts, investigate and research, and draw fair and valid conclusions, coupled with the ability to obtain win/win solutions. Possesses excellent communication skills, both verbal and written, and the ability to establish and maintain effective working relationships with administrators, staff, students and parents. Possesses the ability to work with conflicting points of view, functions under pressure, demonstrates discretion, integrity and fair-mindedness.

Demonstrated ability to analyze data for the purpose of closing the achievement and opportunity gaps. Ability to read and write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, students, parents, and the general public. Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to apply knowledge of current research and theory to instructional programs; ability to plan and implement lessons based on school objectives and the needs and abilities of students. Ability to work in a friendly manner and to develop effective working relationships with students, staff, and parents. Ability to perform duties in accordance with Board of Education policies.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 35% sitting, 30% walking, and 35% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

The Blaine County School District No. 61 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Blaine County School District No. 61 will provide reasonable accommodations to qualified individuals with disabilities. Preference will be given to qualified veterans pursuant to Idaho Code 65-603, et seq. The Blaine County School District No. 61 is a drug, alcohol, and tobacco-free environment.



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