

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Assistant Superintendent for Teaching and Learning

Classification: Certificated Administrator

Reports to: Superintendent

PURPOSE STATEMENT

The Assistant Superintendent for Teaching and Learning provides leadership for the District's curriculum, instruction and assessment programs. The focus of the position is on leadership that promotes learning.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Collaborates with the Superintendent, Directors, Principals and other district and site staff to develop and implement programs designed to ensure a high level of student achievement.
- Serves on the Superintendent's cabinet.
- Supervises and evaluates principals, the Director of Special Services, and TOSA/instructional coaches.
- Interprets the instructional programs, philosophy, and policies of the district to staff, students, and the community.
- Provides supervision and leadership for the district's alternative programs and online learning.
- Provides support to district and school leadership teams for continuous improvement
- Works with District staff to establish a comprehensive professional development program aligned with district goals.
- Assists the Assistant Superintendent of Operations to coordinate district assessment program.
- Provides oversight to ensure compliance with the state's accountability system and administrative oversight for the various state and federal grants related to all instructional levels.
- Analyzes and interprets results of district and state assessment, determines trends and makes recommendations to the Superintendent, Principals, and staff.
- Provides supervision and leadership for the district's Special Services Department.
- Demonstrates fiscal responsibility through developing, managing, and monitoring teaching and learning budgets.
- Responds to principal, staff, parent and community concerns.
- Coordinates public relations programs.
- Provides leadership for the integration of instructional technology.

OTHER FUNCTIONS

- Leads district curriculum and professional development committees.
- Facilitates curriculum adoption process.
- Supervises and collaborates with principals to provide effective drug, alcohol, and tobacco

intervention education.

- Prepares reports designated by the Superintendent.
- Initiates grant-writing activity to expand available resources for school and district improvement efforts.
- Assists in the interpretation of district policies, rules, and regulations and makes recommendations regarding policy formation and/or modification.
- Maintains appropriate data files and records as required for state and federal grants and programs
- Conducts school visits for the purpose of instructional coaching
- Provides staff training, model teaching and mentoring for new teachers and others, as appropriate
- Conducts or contracts for program evaluations and makes recommendations to the Superintendent, Superintendent's Cabinet, and the Board for improvement.
- Analyzes educational events and trends; develops and recommends new procedures; learns new skills as required to effectively perform duties.
- Serves in an advisory capacity to the superintendent as related to the overall operation of the instructional program and the district in general.
- Performs other duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

Skills in providing leadership in a complex educational organization including:

- effective decision making;
- effective oral and written communication with staff, parents, the Board of Directors, and community groups;
- problem and conflict resolution;
- establishing and maintaining effective public relations and customer service;
- effective supervision and skill in teaching and coaching adult learners;
- analyzing and interpreting data of various types such as demographic, perceptive, contextual, and achievement; and
- detecting errors and verifying data and providing advice to instructional staff is essential.

Knowledge of:

- the principles and practices of effective supervision and evaluation;
- curriculum development to include best practices, trends and innovations in elementary education;
- effective instructional and assessment practices to lead toward greater student achievement,
- national and state reform issues;
- district/state/federal rules and regulations related to K-12 education, special education programs, and student discipline; and
- the role of technology in the teaching and learning environment.

Ability to:

- communicate effectively with a variety of audiences in a variety of ways;
- model effective leadership;

- interpret laws and regulations related to education;
- lead successful, district-level improvement efforts;
- organize and prioritize assigned tasks and projects;
- promote consensus with groups of individuals having diverse interests and values;
- construct, implement, and monitor time lines and meet deadlines on projects and reports;
- make decisions and resolve complex issues in a timely and organized manner; and
- establish and maintain effective working relationships with staff and the public.

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The work environment is typical to an environment found in an office setting however; the employee will be responsible to visit all school sites in the district on a regular basis to assess the fidelity of the instructional program and to ascertain leadership effectiveness in each school. The job may have shifting priorities and demanding schedules. This position requires attendance at Board of Director meetings, community meetings, and other duties that extend beyond normal working hours.

Experience Five years of increasingly responsible administrative experience required. Successful teaching experience.

Education Master’s degree in educational administration or related field required. Superintendent’s credential is preferred.

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Required Testing

none

Certificates

Washington State Program Administrator of Principal credential. Superintendent credential preferred.

Continuing Ed./Training

As required to maintain credential

Clearances

Fingerprint/Background Clearance

FLSA Status:

Exempt

Salary Range: Based on the Stanwood-Camano School District Administrator Salary Schedule.

Classification History
 Developed: 2/1/2006
 Revised: 7/1/2009

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

