

Monticello Public Schools
ISD #882
JOB DESCRIPTION

Position Title: Assistant Superintendent

Department: Office of the Superintendent

Exempt Status: Exempt

Reports To: Superintendent of Schools

Date: December 13, 2016

Approval: Superintendent of Schools

JOB SUMMARY: Leads and directs district functions as appointed by the superintendent. Responsible for the district's human resources functions including all personnel matters. Provides leadership in staff communications, administrative direction, evaluation process, contractual provisions, hiring process, and student transportation. Serves as a member of the central office team and administrative cabinet.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

35% Human Resources

- A. Manages all personnel matters.
- B. Creates, maintains and updates job descriptions as needed and seniority lists on an annual basis.
- C. Assists the superintendent in leading the district's contract negotiations with direction set by the school board.
- D. Interprets, communicates and fulfills employee contractual provisions.
- E. Provides oversight of the district's recruiting and hiring process.
- F. Approves and monitors staff leaves of absence.
- G. Conducts or assists in employee investigations and discipline.

20% Leadership

- A. Is ultimately accountable for assisting the superintendent in all aspects of the District's operations.
- B. Provides day-to-day direction and assistance to all members of the superintendent's cabinet.

15% Transportation

- A. Works directly with the district's bus service vendor to plan, recommend and implement student transportation.
- B. Monitors use of all school district owned vehicles.
- C. Monitors weather conditions along with the superintendent and facilitates school closing procedures.
- D. Approves transportation billing.
- E. Facilitates busing guidelines and procedures in cooperation with building principals.
- F. Addresses parent and community questions and concerns related to busing.

10% Communication

- A. Maintains regular communication with the Board of Education, providing the board ample and timely information in order to make well informed, data driven decisions.

B. Maintains regular communication with staff related to all other job duties.

5% District Management

- A. Serves as district Section 504 coordinator, EEO Coordinator and Human Rights Officer.
- B. Provides district-wide leadership in the staff observation and evaluation process.

5% Organizational Management

- A. Makes administrative decisions necessary for the effective and efficient operations of the schools and delegates to other staff as appropriate.
- B. Assures compliance with district, state, and federal standards and requirements.

5% School Community Involvement

- A. Visits schools and classrooms to stay informed of issues and activities in the schools and to observe the quality of the educational environment. Attends a reasonable number of student/staff events.
- B. Responds to concerns of parents, students, citizens and staff to increase understanding of policies and practices and to keep informed of and involved with District activities.

5% Professional Development

- A. Maintain active memberships in professional organizations.
- B. Attends meetings, in-services, workshops and conferences as required.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Masters or Specialist degree in education administration or educational leadership.
- Minnesota School Superintendent license.
- Valid Minnesota driver's license.

Experience:

- Three – five years' experience as a superintendent, curriculum director, principal or other school administrative position.
- Prior teaching experience required.

Essential Skills Required to Perform the Work:

- Ability to establish and maintain relationships with teachers, parents, administrators, board members, students and community members.
- Ability to communicate effectively with students, parents, teachers, administrator, community, and staff.
- Ability to supervise, delegate authority, mentor and monitor administrators and directors in the conduct of their organizational responsibilities.
- Ability to develop and present complex and diverse issues, proposals and concepts in an understandable manner.
- Public relations skills.
- Effective decision making skills.
- Effective conflict resolution skills.
- Strong leadership and time management skills.

- Working knowledge of school district human resources.
- Demonstration of professionalism and ethical practices.
- Ability to demonstrate enthusiasm and commitment toward the job and mission of the district.
- Ability to work with, supervise, and discipline individuals with a variety of styles and personalities.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates a variety of technology equipment including desk top computer.
- Uses Email to receive district communication.

Supervision of Other Employees:

- Directly supervises cabinet positions.
- Indirectly supervises all district employees.

Physical Job Requirements:

- Position requires some periods of sitting.
- Position requires frequent repetitive motion on keyboard.
- Position involves some standing and walking throughout the district's buildings.
- Position involves listening, speaking clearly, and visual acuity.

Mental Job Requirements:

- Position requires making high stakes decisions, developing and interpreting policy, working with a variety of entities including state department and community organizations.
- Position requires handling constantly changing priorities and deadlines and resolving conflicts.
- Position requires performing multiple tasks simultaneously, visualizing outcomes and conclusions from actions, analyzing and interpreting data, conducting research, managing resources, and evaluating the performance of others.
- Requires mental stamina and endurance to deal with stressful situations.

Working Conditions:

- Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.
- Travel between buildings required.
- Frequent evening meetings and events.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, employees and community members.
- Supports students and staff by providing services that support the educational activities and programs to promote that students reach their full potential academically, emotionally, physically and socially.
- Contributes to the effective and efficient operation of the school district.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.