

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

Title: **ASSISTANT SUPERINTENDENT (INSTRUCTION)** **ADOPTED 6/26/2024****Reports To:** Superintendent**Job Objective:** Administers assigned programs.

- Minimum Qualifications:**
- Ability to develop and implement clear pathways to successfully achieve program objectives.
 - Acts according to the Licensure Code of Professional Conduct for Ohio Educators.
 - Demonstrated leadership abilities and a willingness to take on challenging tasks.
 - Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
 - Holds/maintains required Ohio State Board of Education credentials. Educational administration, curriculum, instruction, and school finance skills verified by training and relevant work experience.
 - Maintains a record free of criminal violations that prohibit public school employment.
 - Ohio Teacher Evaluation System (OTES 2.0) credentialed evaluator status is required.

Preferred Attributes: Active listening, creative problem solving, and good time management skills.

Physical Demand Level¹: Sedentary to light strength (occasionally lifting/carrying 11+ lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing/walking, and using a traditional keyboard.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential
Functions:****1. Advances a strong sense of shared purpose. Implements a forward-looking vision of learning that supports continuous improvement in student participation and achievement.**

- Actively supervises and evaluates assigned personnel. Cultivates staff leadership skills.
- Addresses issues that arise during the absence of the superintendent.
- Advocates for students. Supports access to inclusive educational opportunities for all students.
- Aligns organizational practices with a decision-making framework that encourages widespread community commitment to change initiatives.
- Analyzes key program performance indicators to align budget proposals with strategic district goals.
- Collaboratively resolves problems that impede student participation in testing activities
- Develops training materials for self-directed learning activities.
- Develops recommendations for annual budget/appropriation measures aligned with district goals.
- Ensures district compliance with all accreditation, contractual, legal, and regulatory requirements.
- Evaluates, documents, and develops curricular alignment.
- Facilitates collaborative planning of administrative meetings. Directs special project committees.
- Guides staff in the use of assessment strategies to gauge student progress. Identifies performance gaps and trends. Helps prioritize core performance objectives. Helps staff identify specific techniques, interventions, and aligned resources best suited for each student.
- Helps administer district operations. Establishes broad partnerships that promote strong support for collaborative planning processes among vested parties with divergent points of view.
- Helps manage testing programs. Maintains test security. Helps analyze test resultsEstablishes uniform procedures to ensure accurate recording and analysis of testing data.
- Helps implement a comprehensive assessment system that enables staff to use timely tangible data to make informed decisions that support teaching and student learning improvements.
- Helps monitor the relevance of board policies. Formulates policy recommendations.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Manages program compliance with accreditation, contractual, legal, and regulatory requirements.
- Participates in the development of a comprehensive district-wide strategic plan.
- Prepares grant applications. Implements and documents program activities.
- Provides administrative direction to implement district and Ohio Department of Education initiatives that support continuous improvement in student participation and achievement.
- Serves as an active member of the administrative team and adviser to the superintendent.
- Uses comprehensive assessments to obtain objective student data. Plans services relevant to needs. Supports student access to inclusive educational opportunities
- Uses longitudinal analysis of test results to identify emerging student needs, relationships between interventions and achievements, and time forecasts for students to master expected skills.
- Works with staff to develop standards-based curriculum guides and high-quality courses of study

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps the community understand district policy objectives and administrative procedures.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Helps implement and monitor health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

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