

Browning Public Schools
JOB DESCRIPTION
Effective: February 11, 2020

Assistant Superintendent/Director of Instruction

Summary of Functions

Assists the district superintendent in carrying out management, administrative, and supervisory functions of the office of superintendent and serves as superintendent during his or her absence. Provides leadership and direction in developing and maintaining the best possible educational programs that optimize available human and material resources. Specific areas of responsibilities include, subject to level of endorsement, oversight of elementary and/or high school operations and departments and/or programs, as assigned (collectively referred to as “school”), and serving as curriculum director in planning, developing and implementing curricula for best instructional standards and practices.

Essential Duties and Responsibilities

A. General Areas

- 1) Management – Interprets and enforces district policies, administrative regulations and procedures. Assists in all administrative decisions necessary to the proper function of the district. Oversees school policies and procedures to guide the operation of schools. In conjunction with supervisors, considers recommendations from students and teachers in establishing school rules and regulations.
- 2) Supervision - Plans, assigns and inspects work of subordinates. Determines staffing needs, aligns functional work areas and assigns responsibilities. Actively recruits replacements and participates in the selection of new employees; trains or supervises the training and development of subordinates; evaluates, counsels and advises subordinates; resolves grievances.
- 3) Budget – In conjunction with supervisors, prepares the budget and manages the funds allocated to each assigned school in accordance with district guidelines and school objectives. Works cooperatively with supervisors and staff in prioritizing budget allocations.
- 4) Compliance – Evaluates district policies and procedures to determine compliance with applicable laws, rules, and regulations and proposes revisions as necessary. Ensures that district operations are performed in compliance with adopted policies and procedures.

- 5) Cooperation – Works effectively as a member of the district administrative team in carrying out district-wide responsibilities. Assists in the establishment and accomplishment of district-wide goals, objectives and related responsibilities. Provides opportunities for supervisors and staff to express ideas and concerns about programs and the materials available for use. Creates and maintains correlate teams and related school improvement processes.
- 6) Reports – Oversees timely preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration. May prepare state accreditation reports or assist in preparation.
- 7) Public Relations – Establishes and maintains relationships with local community groups and individuals to foster understanding and solicit support for overall district and school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual concerns and issues.
- 8) Meetings – Participates in a variety of regularly-scheduled and impromptu meetings including labor negotiations. Attends all meetings of the Board of Trustees.
- 9) Training – Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
- 10) Students – In conjunction with supervisors, maintains increased student achievement as primary goal and accepts responsibilities and accountability accordingly. Establishes guidelines for proper student conduct and implements disciplinary procedures that ensure a safe and orderly environment. Oversees student counts for federal and state reporting purposes and ensures that such counts are accurate.
- 11) Acting Superintendent – Serves as Acting Superintendent, as assigned, when the superintendent is absent.
- 12) Other – Performs such other functions and assumes such other responsibilities as the superintendent may from time to time assign or delegate.

A. Special Areas

- 1) School Improvement – Manages and administers all aspects of school improvement programs including Title I.
- 2) Alternative Education – Oversees planning, implementation, and coordination of alternative education program for the schools.

- 3) Grants – Prepares grants for funding educational and other programs as assigned. Monitors grants to ensure compliance with requirements including use and accounting for funds. Existing grants include Titles II, IV, VI, and Goals 2000.
- 4) Student Services- manages support of student services; i.e. Counseling, prevention, student complaints, Title IX, 504 plans and etc.

Organizational Relationships

Supervised by and reports to the Superintendent. Directly supervises principals and directors (“supervisors”) assigned to school operations and, indirectly, administrators, teachers and specialists, and classified and extra-curricular staff.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Master’s degree in school administration or the equivalent
- Montana administrative certificate with superintendent endorsement for school level (or qualified to obtain)
- Three (3) years of successful experience as a principal
- Technology skills, especially with desktop computers preferably in Word and Excel
- Proven participatory management, problem solving and organization skills
- Experience in educational leadership for classroom management techniques and a variety of effective instructional strategies
- Experience with supervision and evaluation of administrative positions
- Knowledge of school law, finance, personnel management, procurement and property/facilities management
- Knowledge of program planning and budgeting
- Knowledge of best instructional practice in helping all students achieve high standards
- Proven ability to develop a positive rapport with all students
- Ability to relate positively to school and community constituencies including under-served and/or diverse groups
- Ability to provide teaching staff with ongoing training in instructional supervision
- Ability to effectively supervise instructional and support staff
- Ability to motivate staff to maintain the highest standards of performance for themselves and students

- ❑ Demonstrated ability to establish and manage budgets
- ❑ Excellent work habits

Desirable Qualifications – Previous experience and/or certification as an assistant superintendent or superintendent, in “Success for All”, working in Native American communities, and with high at-risk students/retention. Grant writing and technology skills desired. The ideal candidate would be a dynamic knowledgeable educator with extensive personnel and administrative experience.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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