



Midwest Central CUSD #191

Job Description



Job Title: Assistant Superintendent	
Department:	Location(s): Unit Office
Position Reports to (name and title): Superintendent	
Completed By and Date: Dr. Hellrigel (8/2025)	
Term of Employment: 12 Months	

Position Summary

To assume responsibilities for the business and operational aspects of the district.

Essential Duties and Responsibilities

Essential Duties

Performance Responsibilities

1. In the absence of the Superintendent is the chief administrative officer of the district.
2. Coordinates, implements, and assesses the district's certified evaluation plan.
3. Perform evaluation of the non-tenure teaching staff as assigned.
4. Assume responsibility for the recommendation for employment, assignment, supervision, and evaluation of custodian, maintenance, food service, and transportation personnel.
5. Oversee the recruitment and screening of professional personnel with the assistance of unit office personnel and the administrative team.
6. Assume primary responsibilities for all aspects of building and grounds operations.
7. Consult with the Superintendent on facility development and supervises facility improvement.
8. Oversee all transportation and food service matters.
9. Assume responsibility for the operation, maintenance, and upkeep of the inventory system for school equipment and supplies.
10. Assist with the responsibilities for business operations, including budget, levy, investments, bid specifications, accounting system, textbook systems, etc.
11. Oversee the creation of coursework, development of curriculum, and implementation of appropriate student/teacher materials for recommendation to the Superintendent and Board of Education.
12. Assume responsibility for the state reports as requested by the Superintendent.
13. Serve a Director of Vocational Education and EFE Funding
14. Shall assume responsibility for school insurance programs.
15. Attend board meetings and prepare reports as requested by the Superintendent.
16. Shall participate in the formation, determination, and implementation of school policies and practices in all areas as a member of the administrative team.
17. Provides leadership in acquiring, analyzing, and developing staff development programs for the certified personnel.
18. Assist in the interpretation of school programs, policies, and procedures to students, parents, staff, and community.
19. Prepares and administers all components of State and Federal instructional programs.
20. Assumes risk care management duties (1) to ensure that statutory and common law health safety rights are extended to all visitors, employees, and students, (2) to make certain that the district's buildings and grounds are maintained in a safe condition, and (3) to provide careful supervision and protection of all the district's real and personal property.
21. Assumes other related responsibilities as assigned by the Superintendent.

Evaluation
Performance of the job responsibilities will be evaluated annually by the Superintendent in accordance with the Board's policy on evaluation of administrative personnel.

Skills, Education and Experience

Education/Certification:

- Master's Degree
- Administrative Endorsement
- Professional Educator License
- Such alternatives as the Board may find appropriate

Special Skills/Knowledge:

- Ability to manage a budget and personnel.
- Ability to coordinate with other personnel to ensure service coverage.
- Ability to implement and enforce District policy and procedure.
- Ability to collect, share, and interpret data.
- Strong organizational, communication, and interpersonal skills.

Supervisory Responsibilities

- All faculty and staff
- Extra-curricular events as needed

The above statements are intended to describe the general nature and level of work assignments for this position. The description is not intended to be an exhaustive list of all responsibilities, duties and skills required of the assigned personnel.

Employee Signature: __________
Date**Supervisor Signature:** __________
Date