



Lakeland Joint School District #272  
15506 N. Washington Street,  
Rathdrum, ID 83858

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**TITLE:**

Assistant Superintendent

**JOB SUMMARY:**

To assist the Superintendent in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services

**QUALIFICATIONS:**

1. At least ten years successful experience in teaching and school administration
2. A master's degree or higher
3. Valid certification as a Superintendent
4. Demonstrated leadership ability in working with students, staff, parents, and the general public

**REPORTS TO:**

Superintendent

**PERFORMANCE RESPONSIBILITIES:**

*(not limited to, but may include)*

General

1. Serves as the chief administrative officer of the district during the absence of the Superintendent
2. Assists the Superintendent with: supervision, evaluation, and directing the work of principals; studies and research in the areas of enrollment growth, staffing needs, building needs, and population trends; federal project applications and evaluations; school calendar options
3. Oversees the District's Crisis Response Plan, school safety and security, and emergency procedures
4. Shall be involved in negotiations as assigned
5. Attends appropriate local, state, and national professional meetings
6. Assists the Superintendent in general administrative operations and strategic long range planning
7. Reviews reports, policies or administrative regulations and prepares recommendations as assigned by the Superintendent
8. Attends meetings or serves on committees as assigned by the Superintendent
9. Supervises such personnel as the Superintendent may assign either temporarily or regularly

**Initial & Date** \_\_\_\_\_

10. Initially handles student problems or grievances referred from the schools and provides a recommendation to the Superintendent
11. Supervises the preparation and filing of applications, reports and evaluations of all federal, state, or special grant programs related to instruction. Coordinates with the Chief Finance and Operations Officer so that financial requirements are met
12. Coordinates programs or activities related to special instruction, as assigned (i.e. Safe and Drug Free Schools, Community Literacy, Alternative School, Summer School, Gifted and Talented, etc.)
13. Assists the Superintendent and professional staff in planning programs and the wise utilization of funds available through various federal programs
14. Performs other tasks and assumes other responsibilities as the Superintendent may assign or delegate

#### Curriculum and Staff Development

1. Serves as Chairman of the District Curriculum Advisory Council
2. Guides the development, implementation, and evaluation of curriculum and instructional services
3. Communicates and interprets the approved curriculum to the Board, the administrative team, the staff, and the general public
4. Coordinates the efforts of teachers and committees in improving, updating and integrating the curriculum for all levels including the selection of textbooks and materials
5. Assumes a leadership role in developing curriculum for any course newly mandated by the State or the Board
6. Guides the planning, implementation and evaluation of the district's inservice and staff development programs for all personnel
7. Observes teachers in their classrooms upon request of principals, to offer insights for the enhancement of the teaching-learning situation
8. Directs the training of school principals in proper supervision and evaluation of teachers for improvement of instruction
9. Coordinates programs dealing with student teachers and interns
10. Assists with the mentor-protege program to support certified staff new to the district
11. Oversees the accreditation reporting of schools and the periodic self-evaluations with resulting plans for improvements

#### Personnel

1. Oversees the supervision/evaluation program for certified staff
2. Assists in the development of personnel policies and procedures
3. In coordination with the Human Resource Director, maintains statistical data on certified staff and files all required reports with the State Department of Education
4. Interprets and clarifies personnel policies to certified staff and resolves personnel grievances or complaints when requested by the Superintendent
5. Shall provide consultation on matters pertaining to secondary and elementary scheduling and programs

**Initial & Date** \_\_\_\_\_

Public Information

1. Attends Board meetings and prepares such reports for the Board as the Superintendent may request
2. Participates in the activities of and maintains liaison with various groups and organizations within the community to foster better school public relations, as assigned by the Superintendent
3. Assists the Superintendent and building Principals in developing and publishing the annual District and School Report Cards or other progress reports, as required
4. Speaks at public meetings on issues of general or specific pertinence to district schools and programs

**TERMS OF EMPLOYMENT:**

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with state and federal law, administrative rules, and board policy on certified personnel.

**NOTE:**

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

*Board Approval Date:*

*Last Revision:*

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Human Resources \_\_\_\_\_