

Hazelwood School District

Assistant Superintendent Of Instruction-(2023-2024 School Year) (9150)

JOB POSTING

Job Details

Posting ID

9150

Title

Assistant Superintendent Of Instruction-(2023-2024 School Year)

Description

HAZELWOOD SCHOOL DISTRICT

POSITION TITLE: Assistant Superintendent, Instruction

REPORTS TO: Deputy Superintendent

POSITION SUMMARY: Performs duties to assist the Superintendent, substantially and effectively in the task of providing the best possible educational programs; the objective being to ensure that each student enrolled from early childhood through grade 12 receives the best educational experience the school district can provide.

FUNCTIONS OF THE JOB

Essential Functions

1. Directs the administration and coordination of the school district's educational programs for all assigned grades.
2. Supervises the administration and coordination of the school district's educational programs for the assigned schools.
3. Provides leadership to ensure the attainment of the educational objectives of the school district.
4. Works with principals and teaching staffs at all levels of education to provide the necessary organization and coordination in order to maintain horizontal and vertical continuity and articulation of the instructional program.
5. Keeps informed on the latest research, trends and developments, in all areas of education and interprets these for the staff as needed.
6. Directs effective plans and procedures for selection and assignment of personnel to schools on all levels.
7. Works with principals and other staff to improve and effectively implement evaluation and supervisory strategies oriented toward improvement.
8. Works with principals to establish and maintain effective discipline.
9. Conducts ongoing studies and research of enrollment, staffing needs and building needs; reports on the requirements and needs of the District programs and services.
10. Assists in development of District policies/rules and preparation of the accountability budget.
11. Handles parent phone calls involving issues at schools.
12. Conducts accountability visits and monitors student achievement efforts and school improvement.
13. Establishes and facilitates various district task forces and committees.
14. Establishes effective working relationships and partnerships with other institutions of the community, region and state, which are of use to teachers, parents or students.
15. Prepares and delivers Principal evaluations in accordance with district guidelines.

Marginal Functions

1. Attends Board of Education meetings, keeping the Board informed of school matters.
 2. Makes visits to schools and school functions to observe operations and receives input from students, staff and parents.
 3. Conducts meetings with principals and staff.
 4. Participates and guides committees as designated by the Superintendent/designee.
 5. Attends meetings and events with Community Organizations.
 6. Performs other duties as designated by the Superintendent/Deputy Superintendent.
- Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.
1. Standing, walking, sitting, reaching, talking, hearing.
 2. Normal attention with clarity of vision at 20 inches or less as well as 20 feet or more and

ability to
adjust eye to bring object into sharp focus, required.
3. Light physical demand with regular lifting of very light to light (1 to 25 lbs.) items by hand.

POSITION QUALIFICATION REQUIREMENTS

Education: Broad knowledge of an advanced and professionally specialized discipline or other studies not available in undergraduate schools, involving an advanced theoretical knowledge within a specialized field. Master's degree required. Doctorate preferred.

Experience: Requires a minimum of five years up to and including seven years of classroom teaching experience and successful administrative and/or supervisory or curriculum development experience; as well as experience in improvement of instruction, staff evaluation and supervision.

Skills and Abilities:

1. Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.
2. Compute discount, interest, profit and loss; commission, markup, and selling price; ratio and proportion, and percentage.
3. Perform reading, writing, and speaking at an advanced level.
4. Ability and personality necessary to work effectively with colleagues, parents, other individuals, unions, community and school groups and organizations.
5. Must demonstrate positive, effective "people skills".

Environmental/Atmospheric Conditions:

Typical office conditions, but with regular travel between schools required.

Machines, Tools, Equipment and Work Aids:

Computer and related software, use of Blackberry and Laptop.

License(s)/Certification(s) Required: Elementary or Secondary Principal's Certificate issued by the Missouri Department of Elementary and Secondary Education. Superintendent's certificate; preferred.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws."Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk which denotes linkage only to marginal function(s).

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$135,774.00 to \$170,962.00
<i>Salary Code</i>	Per Contract Period	<i>Job Category</i>	Campus Administrator
<i>External Job Application</i>	Administrator	<i>Internal Job Application</i>	Administrator
<i>Location</i>	Administration Building	<i>Posting Status</i>	Inactive
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	03/08/2023	<i>General Start Date</i>	03/08/2023
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Internal End Date

General End Date

Job Pools

Pool Name

Quantity

Requisition ID

*Requisition
Title*

Default

1

Alternate Job Contact

Name

Keith Bausman

Title

**Assistant Superintendent of
Human Resources**

Location

Administration Building

Phone

314 953-5060

Email

kbausman@hazelwoodschoools.org

References

*Automatically Send
Reference Check*

Yes

*Reference Check
Form*

Certified Survey