

**Job Title:** Assistant Superintendent - Secondary Schools, Wichita USD 259

**Position Function:** The Assistant Superintendent of Secondary Schools is responsible to the Superintendent of Schools. The primary areas of responsibility include oversight, supervision and assistance to all high school and middle school programs. The Assistant Superintendent of Secondary Schools may also be asked to act in the place of the Superintendent during his/her absence.

**Essential Performance Responsibilities:**

- Provides supervision and assistance to school principals regarding total operation of school programs
- Provides supervision and assistance to the 21<sup>st</sup> Century Learning Centers
- Administrator of the Knight Foundation Grant
- Supervisor of Pupil Accounting
- Coordinate and assist with Middle & High School Professional Development Standards
- Coordination and supervision of High School Learning Centers
- Supervision of Truancy Programs office
- Supervision of Expulsion office
- Coordination of Boys and Girls Club Expulsion Alternative Program
- Supervision of District Athletics office
- Coordinate the development and implementation of Middle & High school eSchool program
- Coordination of Middle & High School Summer School programs
- Coordination of Middle & High school student intervention programs
- Coordination and supervision of high school intervention programs
- District Liaison on Team Justice (Sedgwick County Juvenile Corrections Advisory Board)
- District Liaison to Wichita's Promise Partners Council and Steering Committee
- Coordinate and assist with the selection of high school administrative personnel and/or other positions in Curriculum Delivery Services
- Coordinate and assist with the selection of middle school administrative personnel
- Coordinate and assist with allocation of certified and classified personnel
- Coordinate and assist with allocation of supplemental contracts and assignments
- Provide assistance to Principals with staff members on plans of assistance
- Coordinate and assist with disciplinary concerns of certified staff
- Review of existing programs and initiation and/or implementation of new/proposed programs
- Serve as a district liaison on school district-community efforts and initiatives

**Additional Duties:** Perform all duties assigned by the Superintendent.

**Equipment:** This position may require the ability to use SMART boards, iPads, and other technology in addition to basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with USD 259's guidelines for equipment use.

**Travel:** In and out-of-district travel may be required.

**Physical and Mental Demands:**

- Must be available to work beyond the regular work day
- Must be able to work long irregular hours under pressure

**Knowledge, Skills, and Abilities:**

**\*Subject to revision without notice\***

Reviewed by HR 04/25/17

- Ability to communicate both verbally and written in order to communicate with others inside and outside of the organization for the purpose of giving and obtaining information
- Basic computer proficiency and the ability to effectively use Microsoft Word and Outlook which will be determined and validated by testing
- Use of good judgment to make decisions on recurring assignments
- Ability to communicate effectively with a supervisor when their discretion is needed
- Clear understanding of the school district mission and strategic plan
- Commitment to learning as the primary task of schools
- Consistency in handling of day-to-day events
- Ability to develop staff for desired educational results
- Belief in continuous feedback for improvement
- Displays a significant degree of professionalism and confidentiality
- Ability to conform to proper standards of professional dress and appearance
- Knowledge of company's mission, purpose, goals and the role of every employee in achieving each of them

**Interrelations:**

- Contact with personnel within the district and with customers and vendors
- Will be working under the direct supervision of the department supervisor in order to complete day to day tasks
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service

**Employee Punctuality and Appearance:**

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of USD 259 and is appropriate for their position

**Qualification Profile:**

- The Assistant Superintendent of High School Education must meet all certification requirements set forth by the Kansas Department of Education
- District Level and Middle Building Level Certification required

**FLSA Status:** Exempt