

JOB DESCRIPTION Nogales Unified School District #1

ASSISTANT SUPERINTENDENT

Purpose Statement

The job of ASSISTANT SUPERINTENDENT was established for the purpose/s of managing the overall operation of assigned programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as an integral member of the leadership team.

This job reports to SUPERINTENDENT

Essential Functions

Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; creating long and short term plans; and addressing organizational objectives.

Compiles data from a wide variety of internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.

Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.

Develops program needs based on significant changes in education, current trends, regulations and state-or-the art developments for the purpose of evaluating alternatives, and developing and implementing changes.

Manages assigned programs and related department activities for the purpose of achieving organizational objectives while complying with established requirements.

Monitors assigned programs and/or department activities for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.

Participates in a wide variety of meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

Performs a wide variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.

Presents information on a wide variety of topics for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.

Recommends solutions to a wide variety of complex issues for the purpose of addressing the operational needs and educational responsibilities of the district.

Researches a wide variety of topics for the purpose of ensuring compliance with regulatory requirements and established guidelines; securing information for planning; and/or responding to requests.

Responds to complex and critical reports and inquiries from a wide variety of internal and external sources regarding development, implementation and evaluation of assigned programs for the purpose of identifying relevant issues and recommending or implementing action plans.

Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.

Other Functions

- Performs other related duties as assigned by the Superintendent for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; current trends and practices in assigned area; education code; principles of employee development and management; project development, goal attainment and time management; accounting/bookkeeping principles; and principles of conflict resolution.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods.

Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Masters degree from an accredited college or institution.

Equivalency None Specified

None Specified **Required Testing**

None Specified **Certificates & Licenses**

None Specified **Continuing Educ. / Training**

None Specified **Clearances**

Approval Date

FLSA Status Exempt

Administrative A1
Salary Grade