

Cape Girardeau Public School District No. 63
Job Description

Job Title: Deputy Superintendent, Elementary Education

Terms of Employment: 12-month contract; 240 days

FLSA Status: Exempt

Reports To: Superintendent

Brief Description of Position:

The Assistant Superintendent of Elementary Education assists the Superintendent in providing leadership, vision and strategic direction for curriculum, instruction, assessment, school improvement initiatives, and professional development of principals and professional staff. The Assistant Superintendent of Elementary Education shall plan, organize, and direct the overall functioning and management of the elementary and middle instructional programs, and collaborate and provide support to elementary and middle school principals and teachers to increase student performance and identified instructional goals of the district. The ultimate goal of the position shall be developing, achieving, and maintaining the best possible educational programs and services.

Professional Qualifications:

- Specialist degree in Educational Administration
- A minimum of 3 years as a building principal or administrator
- A minimum of 3 years as a classroom teacher
- Demonstrated knowledge and application of effective secondary education principles, practices and trends
- Ability to enhance overall educational programs and services for all students by building capacity and consistency for effective change and sustainability
- Ability to increase capacity, accountability and efficiency for improved effectiveness among administrative and professional personnel
- Ability to enhance communication, critical thinking skills and collaboration among administrative and professional personnel
- Ability to perform team-building and shared responsibilities among administrative and professional personnel

Essential Functions:

- Supervises and evaluates elementary and middle school principals; coordinates professional staff evaluations (designing program with the Assistant Superintendent of Secondary Education); coordinates hiring of professional staff with other District Administrators.
- Assists the Superintendent in establishing educational goals for the School District that will foster instructional excellence and comply with the requirements of state and federal regulations.

- Reviews, modifies and initiates District strategic educational initiatives, curriculum and instruction for continuous improvement of student achievement and growth. Monitors implementation of District and state-mandated testing and assessments to measure student performance. Analyzes data on student testing and assessment. Prepares a variety of narrative and statistical reports regarding the secondary programs and standardized test scores.
- Along with the Assistant Superintendent of Secondary Education and the Director of Curriculum & Instruction, oversees curriculum, instruction, and assessment. Directs the process of curriculum development, implementation, monitoring, and evaluation; keeps abreast of current research and trends in education and professional learning communities.
- Collaborates with the Assistant Superintendent of Secondary Education in the initiation of professional development activities for District teachers and administrators; assists in preparation of staff development activities for support personnel in cooperation with other District Administrators. Works cooperatively with the Assistant Superintendent of Secondary Education in planning of activities, monitoring of program, and preparing professional development reports.
- Supervises and advises the Director of Curriculum & Instruction in support of districtwide initiatives K-12 including Federal Programs in collaboration with the Assistant Superintendent of Secondary Education.
- Supervises and supports educational programming for English Language Learners K-12 in collaboration with Director of Curriculum & Instruction as well as the Assistant Superintendent of Secondary Education.
- Supervises the Human Resources Coordinator and works in conjunction with the Human Resources department for recruitment, screening, interviewing and hiring of professional and support staff.
- Serves as liaison to the Missouri Department of Education and other agencies to ensure compliance with all laws, regulations, and policies relating to the instructional program; remains abreast of developments and innovations in the field through knowledge of current literature and participation in professional conferences and workshops.
- Assesses elementary and middle school staffing needs and projections. Assists the Human Resources Coordinator and other District Administration in the screening, interviewing, selection, and assignment of secondary professional and support personnel.
- Visits school sites and classroom to provide instructional support to teachers using best practice and research-based instructional methods and assists principals and teachers in data-driven decision making to improve student achievement.
- Maintains data regarding grading, retention, promotions, and initiation or closure of an educational program.
- Manages elementary and middle level parent and/or guardian concerns.
- Helps to prepare and monitor the annual elementary and middle school program budget in cooperation with building principals and Chief Financial Officer. Completes applicable state reports as needed. Reviews and approves

conference and workshop requests (elementary & middle). Engages in ongoing evaluations of the effectiveness of the instructional program.

- Responsible for preparation, maintenance, and evaluation of all required records and reports delegated to the Assistant Superintendent of Elementary Education.
- Participates in student discipline hearings and any interventions as directed by the Superintendent.
- Participates in District and/or building-level administrative meetings to ensure more effective and efficient implementation of delegated duties and responsibilities. Attends Board of Education meetings and participates and/or prepares reports as required.
- Ensures proper adherence to District policy and procedures, and ensures proper adherence to applicable contract language that is in effect for the district.
- Performs any other duties assigned by the Superintendent.
- Supervises and annually evaluates the following administrators:
 - Elementary and Middle School Principals and Assistant Principals
 - Director of Curriculum & Instruction
 - Human Resources Coordinator

Hazards:

For some buildings, stairs and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: February 9, 2017