Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Lead Assistant Superintendent of Schools**	FLSA Status:	**Exempt**
Job Family:	**Cabinet**	Pay Range:	**Schedule F-Grade A**
Prepared/Revised Date:	**September 9, 2024**	Job Code:	**10220**
		Days:	**260**

SUMMARY: Oversee and lead the academic divisions of Poudre School District (PSD), including the assistant superintendents, institutional effectiveness including the research and evaluation department, and student services including the Student Services department, Integrated Services department, and Language, Culture, and Equity departments. Oversee and provide leadership to the Information Technology division. Provide leadership, supervision, development, and management of Poudre School District (PSD) schools and principals in up to three district feeders. Ensure the articulation of high-quality educational opportunities through a systems-oriented preK-12 framework by working closely with the Assistant Superintendents of Schools, the academic Cabinet, and feeder systems. Participate in the visioning and implementation of strategic initiatives through involvement with Superintendent and Cabinet.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
Supervise, mentor, and evaluate team of administrators, including assistant superintendents and principals, who are responsible for the delivery of high-quality education and services to all Poudre School District students.
Create internal structures, processes, and protocols that improve student access to educational services.
Develop and implement a plan to operationalize PSD's Unified Improvement Plan (UIP) across schools. Set student achievement goals for the District's schools and identify and report on strategic metrics tied to those goals.
Oversee and provide leadership to the institutional effectiveness (research and evaluation) division and its activities, which include ensuring that data analytics are used as a strategic asset in meeting the District Ends, professional learning, curriculum, and career and innovation.
Oversee and provide leadership to the student services division and its activities, which include the work of the Integrated Services, Student Services, and Language, Culture, and Equity departments
Oversee and provide leadership to the Information Technology division and its activities, which include management of technology systems and services, maintenance of applications, infrastructure, security, networks technology, training, and IT communications.
In partnership with the Chief Financial Officer, provide leadership to the Safety and Security department to ensure alignment of supports and objectives with the academic focus areas of the district.
Support District diversity and equity initiatives and operationalize these initiatives consistently at and across school sites.
Support and participate in the development of parameters, guidelines, and processes for integrating community resources and partnerships that align with PSD's goals and strategic initiatives.
Develop opportunities to implement PSD's strategic initiatives equitably across schools.
Participate as a key administrative advisor to the Superintendent to foster effective communications and contribute to the decision-making process.
Develop and implement board policy for all instructional matters.
Support and implement the Board's ends statement and Superintendent's Policies by working closely with school and central office administrators.
Direct a team of educators in focusing on increasing student achievement and acquiring full district accreditation.

Assist with the development, monitoring, and implementation of district strategic initiatives.
Implement and monitor district, school, and student safety plans.
Support and implement all Poudre School District's policies, procedures, and expectations.
Conduct school site visits to develop standards, establish priorities and set goals for improving student achievement, teacher development and the performance of schools.
Facilitate professional development for administrative staff to maximize student achievement and school improvement efforts.
Commitment to providing personal and professional excellence.
Act as Superintendent of Schools in his/her/their absence.
Support up to three learning services directors (Early Childhood Education, Athletics and Activities, Integrated Services, Student Services, Language, Culture and Equity).
Work with PSD charter schools as needed.
Perform other job-related duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in School Administration, Education, or related field
- Doctorate degree preferred
- Minimum of five years of educational administrative experience required
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Colorado Principal or Administrator's License

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong interpersonal and public relations skills required
- Knowledge of current PSD vision and strategic goals
- A belief that all students are capable of learning
- Strong facilitation and project management skills
- Ability to collaborate inter-organizationally as well as with community partners and union associations
- Excellent or and written communication skills
- Knowledge of Every Student Succeeds Act and other applicable regulations/mandates such as IDEA and the READ Act
- Knowledge of learning processes, models, theories, and educational technologies, trends, and developments
- Knowledge of measurement and assessment principals, concepts, methods, and techniques
- Knowledge of budget development and analysis
- Knowledge of all charter school contracts
- Ability to build consensus and commitment among individuals and groups, including students, staff, and community members
- Ability to supervise, motivate, delegate authority, and mentor staff in the extent of their responsibilities
- Ability to develop and present complex and diverse issues, proposals, and concepts in an understandable manner
- Ability to plan, direct, and implement educational and instructional programs
- Ability to manage confidentiality in all aspects of the job
- Ability to travel and meet with staff, students, families, and community members at district and community sites
- Ability to manage multiple priorities
- Ability to set high standards and achieve them
- Ability to show respect and sensitivity to individual needs/concerns Demonstrated concern for student and staff health, safety, and wellbeing
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence

- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, MS Teams, Outlook, and other software packages.
- Operating knowledge of and experience with standard office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Superintendent	
Direct reports:	School Principals	Approx. 20
	Assistant Superintendent	2
	Chief Institutional Effectiveness Officer	1
	Senior Executive Director of Student Services	1
	Chief Technology Officer	1
	Administrative Assistant-Assistant Superintendent's Office	1

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	