

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Assistant Superintendent
Reports To:	Superintendent
Position Status :	12-month administrative contract (Section 3319.02 – ORC)
FLSA Status:	Exempt
General Description:	The Assistant Superintendent will assist the Superintendent with all oversight regarding the efficient and effective operations and programming of the District.
Qualifications:	<ol style="list-style-type: none"> 1. Valid Ohio Administrative license as Superintendent. 2. Master's degree or higher from an accredited college or university with strong areas in administration, curriculum and instruction, and human resources. 3. Successful experience as a teacher, administrator. 4. Knowledge of proper personnel procedures and Ohio School Law. 5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 6. Good health, high moral character, and good attendance record. 7. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom and office areas of District facilities. 2. Exemplary communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with students, parents, teachers, administrators, and the community. 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Assist the Superintendent in the development of the Quality Improvement process. 2. Provide leadership in defining and implementing comprehensive best practices and continuous improvement strategies with high expectations for performance. 3. Participate in the development and execution of the district quality improvement plan. 4. Assist the Superintendent in the monitoring and evaluation of state and federal mandates. 5. Assist the Superintendent in the development of practices and procedural guidelines that support the design, delivery, monitoring and evaluation of curriculum and instruction, pupil services, business services, and human resources. 6. Oversee all district curricular and instructional initiatives/mandates. 7. Supervise and evaluate the position of Coordinator of Curriculum. 8. Assist in maintaining high standards and increasing accountability for district achievement. 	

9. Assist in building effective teams and consensus around issues, initiatives and district priorities and goals.
10. Communicate with and engage with stakeholders to form active partnerships that support and enhance academic goals.
11. Oversee calendar development.
12. Assist the Superintendent with the evaluation of principals and district office administrators as assigned.
13. Assist with the evaluation of certificated building employees.
14. Analyze district demographics and enrollment trends for future programming.
15. Assist in promoting district programs, philosophy, vision, and policies to staff, students, and the community.
16. Develop, analyze, and revise organizational system operations for effectiveness and efficiency.
17. Participate in the bargaining process with MEA, MASP and MEAESP.
18. Oversee and guide the development, implementation and evaluation of special projects as assigned by the Superintendent.
19. Develop and maintain positive relationships and timely communications with students, parents, District staff and the community.
20. Coordinate budget preparation and implementation relating to the office of Assistant Superintendent.
21. Respond to specific requests from the Superintendent on matters affecting the program and operation of the District.
22. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.

Other Professional Expectations:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues and personnel-related matters.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.