

**ASSISTANT SUPERINTENDENT POSITION DESCRIPTION**

**Title: Assistant Superintendent**

**Qualifications:**

1. At least 10 years' successful experience in teaching and school administration
2. Master's degree or higher
3. Valid superintendent's license
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**Reports to: Superintendent of Schools**

**Supervises: Such staff members as the superintendent may designate**

**Goal: To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.**

**PERFORMANCE RESPONSIBILITIES**

1. Attends board meetings and prepares such reports for the board as the superintendent may request.
2. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
3. Reports on the status of district programs and services at the request of the superintendent.
4. Prepares drafts of needed board policies and administrative rules for the superintendent's review and action.
5. Plays a significant leadership role in curriculum planning and in-service education for the professional staff.
6. Serves upon assignment by the superintendent as a resource person to all division directors in the district.
7. Interprets the programs, philosophy, and policies of the district to staff, students, and the community at large.
8. Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
9. Establishes necessary procedures for referral and cooperative planning with other "service to children" agencies, both local and state.
10. Communicates to the superintendent the requirements and needs of the district as perceived by the staff members.
11. Recommends and assists in the recruitment of special services personnel.
12. Prepares state reports and claims, as required.
13. Determines the transportation needs of the special education services.

14. Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.
15. Confers with appropriate division directors on matters of concern.
16. Performs such other tasks and assumes such other responsibilities as the superintendent may assign from time-to-time.

**Terms of employment: Per contract.**

**Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of professional staff.**

**Board approved: 8/14/89**

**Augusta Board of Education**