

# Assistant Superintendent of Academics

## Williston School District #7

**Job Title:** Assistant Superintendent of Academics

**FLSA:** Exempt

**Reports to:** Superintendent

**Job Summary:** To use leadership, supervisory and administrative skills.

### Essential Duties and Responsibilities:

- Recommend and implement the district's policies and procedures.
- Participate in the development of Operational Expectation and Results policies.
- Manage personnel functions to maintain safe and efficient school operations within district guidelines.
- Conduct employee investigations with the Human Resources Department.
- Prepare disciplinary documents with the Director of Human Resources.
- Serve as signatory on all discipline letters.
- Serve as signatory on all recommendations for non-renewal and recommendation for termination/discharge.
- Assist in the coordination of staff development programs to include an annual needs assessment and the arranging of all in-service activities (workshops, speakers, classes, etc.)
- Assist the superintendent in the district's long-range planning for instruction and facilities.
- Prepare various written documents (e.g correspondence, reports, analyses, etc.) for the purpose of providing written support and/or conveying information as required.
- Represent the district within the community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing educational issues of mutual interest with other professionals in the field.
- Participate in administrative meetings, board meetings, and other such meetings as required or appropriate.
- Perform such other tasks (which may require knowledge of other job descriptions) as assigned by the Superintendent.
- Attends School Board meetings on a regular basis.
- Observes safety and security procedures
- Reports potentially unsafe conditions.
- Perform other duties as assigned by the Superintendent.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing and hiring employees; planning, assigning, and directing work; appraising performance; addressing complaints and solving problems.

### Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

**SKILLS** required:

- Ability to identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics.
- Ability to exhibit objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's effort to succeed.
- Ability to communicate well with others.
- Ability to follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values.
- Ability to display willingness to make decisions; exhibit sound and accurate judgment; supports and explains reasoning for decisions; include appropriate people in decision-making process; make timely decisions.
- Ability to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; able to deal with frequent change, delays or unexpected events.
- Ability to follow instructions; respond to supervisory direction; take responsibility for own actions; keep commitments; commit to long hours of work when necessary to reach goals; complete tasks on time or notifies appropriate person with an alternate plan.
- Ability to maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information.

**TECHNOLOGY SKILLS:**

Proficient in Microsoft Office Suite. Knowledge of Student Management software preferred.

**EDUCATION and EXPERIENCE:**

- Valid ND Teaching License or ability to obtain.
- Valid ND Superintendent's Credential or ability to obtain.
- Has demonstrated the leadership qualities and personal characteristics necessary for working effectively with students, teachers, and parents.
- Has at least three years of successful experience in building-level public school administration and supervision.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to use hands to handle tools and equipment and reach with hands and arms; as well as talk and hear clearly. The employee is occasionally required to stoop, kneel, or crouch.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TERMS OF EMPLOYMENT:**

Salary established by Administrator's Pay Scale. 12-month contract

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Employee Signature

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Date