

**FRASER PUBLIC SCHOOLS  
FRASER, MICHIGAN**

**TITLE: ASSISTANT SUPERINTENDENT**

**QUALIFICATIONS:**

- Valid Michigan Teaching Certificate.
- A masters degree or higher in Educational Administration with course work in elementary and secondary curriculum. Doctorate in Education preferred.
- At least five (5) year's experience in teaching and/or supervision. Experience in both secondary and elementary preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** The Superintendent

**SUPERVISES:** All Administrators regarding instructional matters

**JOB GOAL:** To assist the Superintendent substantially and effectively to provide leadership to ensure that the best possible instructional programs and services are offered.

**ASSIGNED RESPONSIBILITIES:**

1. Assists in the development of district policies and administrative rules.
2. Attends all regular meetings of the Board.
3. Directs and coordinates applicable functional activities of the elementary, junior and senior high school principals, and the director of special education.
4. Presides over administrative meetings with secondary and elementary principals.
5. Plans and administers a district-wide program of curriculum review and development for the K-12 program.
6. Evaluates instructional methods and programs and recommends such changes and improvements as are needed.
7. Coordinates instructional programs among the schools and articulates curricula between grade levels and between the elementary schools and the secondary schools. Leads the district Multi-Tiered System of Support programming.
8. Designs, recommends and administers educational experimentation and disseminates and interprets the results to administrators, teachers, and staff as appropriate.
9. Assists in the recruiting, interviewing, screening and recommending of qualified candidates for positions on the professional teaching staff.
10. Plans and supervises the instructional orientation program for new teachers.
11. Conducts inservice training and development programs for selected groups of teachers.

12. Evaluates, selects, and distributes instructional material and equipment to teachers and administrators.
13. Shares with principals in the evaluation of teachers.
14. Keeps informed of and interprets all laws, regulations, statutes, rules, and policies affecting the instructional programs of the district.
15. Participates in appropriate local, State, and national professional meetings.
16. Prepares State and Federal reports and claims as required.
17. Coordinates the budget requests of all schools and approves purchase requisitions for instructional materials.
18. Assists in the preparation and administration of the budget.
19. Assists the Superintendent in directing the administration and coordination of the district's educational process.
20. Coordinates and supervises the selection, utilization, and maintenance of school textbooks and other instructional materials.
21. Coordinates district-wide research and testing for measuring the effectiveness of the total educational programs.
22. Initiates and administers inservice programs in conjunction with the supervisory staff and principals.
23. Encourages experimental and innovative programs that will improve instruction.
24. Establishes necessary procedures for referral and cooperative planning with other "service to children" agencies, both local and State.
25. Keeps informed on the latest research, trends, and developments in all areas of education.
26. Coordinates and directs services of staff personnel assigned to the department, including establishing appropriate schedules.
27. Observes the operation of the schools by making regular visits and by conferring with principals and teachers.
28. Plan, initiate, and direct a program to prepare, maintain and up-date curriculum guides and/or course of study outlines in all subject areas.
29. Prepare and recommend policy changes for the instructional program.
30. Advises the Superintendent concerning the strength and weaknesses of the instructional program.
31. Initiates and administers the school testing program.
32. Interprets the philosophy, goals, and objectives of the instructional programs to the Board and to the community at large, as appropriate.
33. Prepares Department budget.

- 34. Coordinates and supervises Pupil Accounting for the District.
- 35. To serve as Acting Superintendent in the absence of the Superintendent.
- 36. Perform such other services and responsibilities as may be assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

Twelve (12) months a year. Contract terms and salary to be established by the Board.

**EVALUATION:**

Performance of this job will be evaluated by the Superintendent annually.

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit into the job expectations.

**Essential Functions** of the job as per the Americans with Disability Act (ADA)

FRASER PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, HEIGHT, WEIGHT, RELIGION, MARITAL STATUS, OR DISABILITY IN ITS PROGRAMS AND ACTIVITIES. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NONDISCRIMINATION POLICIES: DIRECTOR OF HUMAN RESOURCES, 33466 GARFIELD, FRASER, MI 48026 (586) 439.7000.

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