Revision Date: December 9, 2021

**Position:** Associate Superintendent

**Reports To:** Superintendent

**Salary Schedule / Grade:** Refer to District Administrative Salary Scale

**F.L.S.A Status:** Exempt

**SUMMARY**

Under general supervision, ensures all aspects of the district are conducive to strong academic achievement by students. The Associate Superintendent oversees and supervises staff in various departments as determined by the Superintendent.

The Associate Superintendent assists the Superintendent in establishing system-wide strategic goals, assists in the development of comprehensive department programs, budgets, coordinates and supervises activities of staff, reports on the status of services and evaluates department administrators to ensuring effective delivery of services to schools, the district and the community.

**THE DAYTON WAY**

* Support and maintain the District’s core principles in the areas of professionalism, curriculum, instruction, culture, and customer service. Demonstrate courage, loyalty, compassion, commitment and patience.
* Meet the challenges of delivering education in an urban school setting.
* Build confidence in students, parents, and guardians that academic achievement is attainable through high expectations and sustained effort.
* Collaborate and engage effectively with teachers and administrators to promote student success.
* Build positive rapport and trust with families and community partners to facilitate their engagement in education efforts.
* Participate in district-organized professional development activities and seek out opportunities for self-development to improve instruction design and delivery skills

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Supports the Superintendent in a variety of ways, dependent upon current needs.
* Conducts meetings as needed to interpret changes in Board policy or administrative rules, to discuss developments, and to evaluate trends in education as they pertain to the areas of assigned responsibility.
* Assesses needs and coordinates a long range plan and specific training objectives of the staff.
* Prepares and administers the budget for areas of responsibility.
* Keeps informed of, and interprets, all laws, regulations, statutes, rules, and policies affecting areas of responsibility.
* Attends board meetings, and makes presentations as requested.
* Remains abreast of developments and innovations in the field by reading current literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
* Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
* Prepares and submits reports and other documents as required by the Superintendent and the Board.
* Works cooperatively with leaders of other administrative departments in integrating and coordinating individual efforts into a unified program for the district.
* Serves upon assignment by the Superintendent as a resource person to various areas in the district.
* Interprets the programs, philosophy, and policies of the district to staff, students, and the community at large.
* Nurtures and sustains a culture of collaboration, trust, learning and high expectations.
* Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.
* Assists with conducting studies and analyzing data as requested by the Superintendent.
* Participates as a member of the superintendent’s cabinet to support the district’s vision, mission and core beliefs.
* Identifies and promotes new and innovative practices to improve efficiency and fiscal accountability of departments.
* Performs other duties assigned by the Superintendent.

**QUALIFICATIONS**

* Must be a U.S. citizen or have the legal right to work in the U.S
* Valid Driver’s License
* Doctorate preferred in Educational Leadership or related field. Master’s degree or higher in Educational Administration or Leadership from an accredited institution in Education
* Superintendent’s License issued by the Ohio Department of Education
* Principal licensure and OTES/OPES credentials preferred
* Must have at least three (3) years of successful experience in an urban district as an Associate/Assistant Superintendent or Superintendent
* Required experience as a Central Office administrator for at least three (3) successful years
* Required experience as a successful building principal
* Five (5) or more years of successful teaching experience
* Thorough knowledge of Ohio state and Federal laws, statutes, and regulations pertaining to education.
* Considerable knowledge of instructional styles, practices, and methods.
* Ability to provide effective supervision and leadership to assigned staff.
* Skill to establish and maintain an effective and productive work environment
* Capability to develop strategic long-term and short-term plans.
* Aptitude to communicating effectively both verbally and in writing.
* Capacity to manage budgets and grant funds.

**PHYSICAL ATTRIBUTES/DEMANDS**

* Occasionally lift, carry, push, and pull various items up to a maximum of 20 pounds (50 pounds on wheels)
* While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

**WORK ENVIRONMENT**

* Work is performed in an office setting at a computer workstation
* Some assignments are subject to completion within strict timelines
* Periodic travel for meetings, professional development activities, and work assignments