

**--- Internal Postings ---**  
**Openings as of 6/19/2013**

***Assistant Superintendent/Elementary***

JobID: 457

**Position Type:**

Administration/Assistant Superintendent



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**Date Posted:**

6/18/2013

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**Closing Date:**

06/28/2013

**Location:**

District Office

**Application Deadline: June 28, 2013**

**Position Purpose**

Assist the Superintendent to inspire, lead, guide and direct every member of the administrative, instructional and supportive services teams in setting and achieving the highest standards of excellence in developing and maintaining the best possible educational programs and services, so that each individual student enrolled in the school district will be provided with a complete, valuable, meaningful and personally rewarding education.

Assist the Superintendent to oversee and administer the use of all school district facilities, property and funds to ensure that those resources are utilized in an appropriate manner.

**Essential Functions**

- Assists in the development and administration of school programs consistent with Utah State Office of Education (USOE) Core Standards and Tooele County School District (TCSD) goals and objectives.
- Assists the Superintendent in advising the Board of Education (Board) on the need for new or revised policies and ensures that all policies are implemented and followed.
- Assists the Superintendent in preparing and submitting to the Board recommendations relative to all matters requiring Board action; placing before the Board such necessary and helpful facts, information and reports needed to enable the Board to make informed decisions.
- Handles emergency situations as necessary on any matter that requires immediate action or that is not covered by Board policies or school district procedures.
- Attends and participates in all Board meetings.
- Reports to the Board such matters as deemed material to the understanding and proper management of schools.
- Supervises the carrying out of all laws, regulations, and Board policies.
- Makes rules and gives instructions to school employees and students as necessary to implement Board policy.
- Formulates school objectives, policies, plans and programs; prepares (or delegates) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.
- Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
- Recommends to the Board for its adoption, all courses of study, curriculum guides and major changes in texts and time schedules to be used in the schools.
- Oversees the timely revisions of all curriculum guides and courses of study.
- Prescribes rules for classification and advancement of students, and for transfer of students from one building to another in accordance with published policies.
- Assigns and transfers employees as district interest dictates, and reports such action to the Board for information and record.
- Supervises methods of teaching, supervision and administration in the schools.

- Recommends to the Board for final action the promotion, salary changes, demotion or termination of employment of employees.
- Establishes and administers the school district's evaluation and performance management programs to ensure that standards of employee performance are maintained, constructive feedback is provided and corrective action is taken.
- Provides instructions and regulations to govern use and care of school properties.
- Responsible for the submission of all reports required by Federal and state laws.
- Recommends establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program. Approves special transfer of students from one neighboring district to another.
- Represents the district in its dealings with other school systems, institutions, agencies, and community organizations.
- Keeps informed of modern educational thought and practices by advanced study, visiting school systems elsewhere, attending educational conferences, and other appropriate means. Keeps the Board informed of current trends in education.
- Establishes and maintains a program of public relations to keep the public well-informed of activities and needs of the school district. Creates a cooperative working relationship between schools and community.
- Keeps the public informed about modern educational practices, trends and challenges impacting schools.
- Confers periodically with professional and community groups concerning school programming, and reports to the Board suggestions gained from such conferences.

#### **Additional Duties**

- Performs other tasks as assigned by the Board of Education.

**Note:** The above description is not meant to be all inclusive of every task or responsibility.

#### **Equipment**

- Uses standard office equipment such as personal computers, printer, copier and fax machines, and telephone.

#### **Travel Requirements**

- Travels to school district buildings and professional meetings as required.

#### **Knowledge, Skills and Abilities**

- An educational philosophy that is receptive to new and innovative ideas.
- Extensive knowledge of literacy, math and science skills at the elementary level.
- Demonstrated competence in leadership, management, interpersonal relations and communications.
- Ability to maintain and instill high standards of ethics and integrity.
- Knowledge of teaching methods, educational pedagogy and behavioral management methods successful in school environments at all levels.
- Knowledge of administration and supervision concepts.
- Thorough understanding of local, state and national standards of excellence in education.
- Ability to organize and coordinate work, and to develop and implement projects.
- An understanding of basic negotiations.
- Ability to prepare oral or written communications for distribution to the Board of Education, employees, students and parents.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
- Ability to plan and implement professional development for administrators and teaching staff.
- Ability to anticipate and address problems that may arise in a resourceful and consistent manner.
- Expertise in fiscal management (budgeting and monitoring budgets).

## Qualifications Profile

### Certifications/License:

- USOE License Level: Level 2 minimum
- USOE License Area: Administrative/Supervisory (K-12)
- Motor Vehicle Operator's License or ability to provide own transportation.

**Note for Administrators licensed outside of Utah:** Reciprocity with other states regarding licensure is not guaranteed and is contingent on fulfilling minimum license and endorsement requirements for Utah. for more information about obtaining a Utah license go to [www.schools.utah.gov/cert/Out-of-State-License.aspx](http://www.schools.utah.gov/cert/Out-of-State-License.aspx)

### Education:

Masters Degree or more advanced degree from an accredited college or university, preferably in Education Administration or other related educational discipline

### Experience:

Extensive successful teaching experience at the Elementary level. Successful experience as an administrator at the Elementary level preferred.

**FLSA Status:** Exempt

### Application Procedure:

Apply online and submit a resume, academic transcripts, administrative license, and three current (within one year) letters of recommendation.

### Contract:

**Full time, 258 Day Contract**

**Executive Salary Schedule**

**Benefits at a Certified/Administrative Rate**

**12 Days sick leave and 24 days annual leave per fiscal year.**

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Postings current as of 6/19/2013 4:02:35 PM CST.

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