



# TRITON REGIONAL SCHOOL DISTRICT

*Respect, Integrity, and Excellence for All*

**POSITION:** *Assistant Superintendent*

**PURPOSE OF POSITION:**

The Assistant Superintendent of Schools will act on behalf of and represent the Superintendent of Schools as may be necessary from time to time. Further, the Assistant Superintendent's purpose is:

- To provide leadership and support for the identification and implementation of best practice in teaching and learning, and in the assessment, recording and reporting of student progress
- To coordinate the efforts of district-wide coordinators and specialists
- To provide support for improvement planning and the monitoring of school and district performance
- To provide leadership of processes for the evaluation of staff, and the improvement of schools and the district
- To coordinate the development of professional development programs
- To lead the winning and management of federal, state and other grants in support of district programs

**REPORTS TO:** Superintendent of Schools

**RESPONSIBLE FOR:** Curriculum, Assessment & Instruction, District Technology, Health Services, Civil Rights and other such personnel as may be assigned

**PERFORMANCE RESPONSIBILITIES:**

1. To implement and monitor the policies of the Triton Regional School District
2. To act on behalf of and represent the Superintendent of Schools as may be necessary from time to time
3. To assist in the development and maintenance of a positive organizational climate that is consistent with the core values of the district
4. To advise the Superintendent of Schools on all matters related to the responsibilities of the position
5. To provide leadership for a collaborative team to ensure that curriculum and instructional initiatives are student focused and aligned with the District's mission and beliefs
6. To assist Superintendent in District wide planning to link curriculum and instructional program and the use of financial resources to the District's goals and objectives
7. To liaise with the Department of Elementary and Secondary Education and other agencies on matters which lie within the scope of the position
8. To provide advice to the School Committee and its subcommittees, and the preparation of reports required by the Superintendent of Schools

9. To perform such other duties as may be assigned from time to time which fall within the general scope of the position
10. To assist in the recruitment, selection, and placement of instructional and administrative personnel
11. To act as the District Civil Rights Officer
12. The oversight, coordination and development of the curriculum, ensuring its alignment with state frameworks and standards, and articulation Pre-K through 12
13. To identify and support the implementation of best practice in teaching and learning
14. The development and coordination of data analysis to improve instruction
15. To keep abreast of current research and developments that may be of assistance to the district, to improve student achievement, and the development of the whole child
16. To coordinate arrangements for assessing, recording and reporting student progress
17. To be responsible for homeschooling , ELL services and 504 plans
18. To work in coordination with the Administrator of Special Education to ensure Special Educators have the appropriate training and resources to meet the academic and emotional needs of their students
19. To oversee the expansion and integration of educational technology to enhance student learning
20. To oversee the Early Childhood Education Program ensuring quality and integrity of all aspects of the program
21. To oversee all processes involved with providing safe, effective, and self-supporting after school programming
22. To monitor and provide support for district and school level improvement planning
23. To coordinate the development of a comprehensive, needs-driven, differentiated professional development program, and management of the professional development budget
24. To lead and coordinate change processes for effective implementation of changes in academic structures and programs
25. To assist in the development of policies and administrative guidelines for curricular and instructional services
26. To coordinate the collection of school and district data for the DESE Student Information Management System (SIMS) and Education Personnel Information Management System (EPIMS)
27. To oversee the activities of school and district based technology staff regarding procurement, network administration and the management of all technology resources in conjunction with the School Business Administrator
28. To oversee the planning and implementation of all Instructional Technology to ensure relevant technologies are implemented effectively and efficiently

## **QUALIFICATIONS:**

1. Minimum of a relevant master's degree from an accredited college or university
2. Successful experience as a teacher in an elementary or secondary school
3. Experience in a leadership role in a school, or school setting, or a local education agency
4. Certified/Licensed as an Assistant Superintendent/Superintendent in the Commonwealth of Massachusetts
5. Possess a thorough understanding of the goals and requirements associated with the timely and effective implementation of the Educational Reform Act of 1993
6. Ability to work and communicate effectively with diverse groups: committee members, administration, faculty

## **ATTRIBUTES:**

- Committed to the core values of the district
- An expectation that all children can learn if provided the right opportunity
- An unwavering commitment to student success
- Leadership and resource management skills
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- A strong focus on best practice in teaching, learning and assessment
- Able to delegate and exercise good judgment
- Detail oriented
- Able to multi-task

## **TERMS OF EMPLOYMENT:**

- Annual Work Schedule: 260 Days Per Year
- Vacation Schedule: 25 Days Per Year
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Superintendent

**HIRING RANGE:** \$125,000 - \$145,000

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of School Administrators