

Orange East Supervisory Union

Serving the towns of Bradford, Corinth, Groton, Newbury, Ryegate,
Thetford, Topsham, and Wells River

64 Main Street
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Bradford, VT 05033
Phone: 802.222.5216 Fax: 802.222.4451
Web: www.oesu.org

Title: Assistant Superintendent

Department: Central Office Administration

Reports to: Superintendent

Classification: Licensed Administrator

Terms of Employment: 12-24 month contract; Salary commensurate with experience

FLSA Status: Exempt

Qualifications: Appropriate licensure, successful experience as an educator, and demonstration of leadership

Position Summary

In collaboration with the Superintendent, the Assistant Superintendent ensures the effective operation of all initiatives related to improving the academic performance of all students across all school buildings. He/she is expected to create a shared vision and clear goals and maintain a positive climate, employing effective decision making skills, managing and allocating resources to support critical work priorities, developing the effectiveness of staff, and engaging in two-way communication with staff, parents, and community.

Performance Responsibilities

Vision, Continuous Improvement & Focus of Work

- Supports, along with the Superintendent, the development of a shared vision for the Supervisory Union (SU)
- Models and supports the effective use of data.
- Communicates the SU's vision, goals, and focused plan with staff, parents, and community stakeholders.
- Acts in the absence of the Superintendent.

Communication, Collaboration, & Supervision

- Communicates effectively with all staff and demonstrates a willingness to collaborate with personnel to improve the learning of all students.
- Provides direct supervision, evaluation, organization, and operation of all programs, schools, and services within the Supervisory Union (SU).
- Communicates and shares information regarding student performance with the staff, parents, community, and School Board to support higher levels of achievement for all students.
- Provides the leadership necessary to challenge and support experienced and highly professional staff.
- Collaborates with district administrators, teachers, and related personnel to improve teaching and learning conditions for all students.

Policies & Governance

- At the direction of the Superintendent, reviews, develops, recommends policies for the SU and its member Districts.

- Continually assesses SU & District policies and practices to ensure that they reflect educational trends and legislative changes (state & federal) and align with the SU vision.
- Advocates for children and families.
- Models and expects professional conduct.

Operations

- Oversees the overall health and safety of the buildings, staff, and students of the SU in conjunction with building administrators, facilities directors, food service directors, Human Resources, and the Superintendent.
- Provides oversight to food service operations, assisting in the monitoring of federal and state food service-related grants.
- Coordinates with the Business Office, Student Services Department, and Superintendent to negotiate transportation contracts as appropriate. Ensures compliance with the enforcement of contract provisions with the selected transportation vendor.
- Works with the SU Facilities Directors to ensure the smooth operation of the maintenance of buildings and grounds at all school buildings. Oversees capital projects in conjunction with school administration and school facilities staff.
- In conjunction with the Director of Technology, assists in implementing and installing any technology solutions necessary for the smooth operation of the SU.

Instruction

- In collaboration with the Director of Curriculum, Instruction, & Assessment:
 - Establishes priorities, goals, and strategies for the development and delivery of instructional programs and services throughout the SU.
 - Integrates the use of technology into all curriculum and instruction areas.
 - Supports and monitors SU efforts to differentiate instruction for students.
 - Supports and monitors, as appropriate, the effective operation of the Professional Standards Board; ensures compliance with the legal and district requirements of the licensing process.

Resources & Relationships

- Works with the union(s) to solve grievances and build a strong working relationship.
- Represents the SU at School Board meetings, stakeholder groups, and other meetings as needed.
- Promotes community/business support for schools.
- Develops and implements appropriate Board development programs.
- Visits schools and classrooms routinely.
- Participates in professional organizations to ensure continued awareness and understanding of current research and the "best practices" literature.

Evaluation

Evaluation shall be performed annually by the Superintendent.

Supervision

This position shall supervise all positions under the direction of the Superintendent's office.

Position Expectations

1. Ability to communicate clearly both orally and in writing.
2. Ability to utilize and promote the use of participatory management techniques.
3. Possesses physical and mental stamina commensurate with responsibilities of the position.
4. Possesses personal characteristics including, but not limited to, poise, perspective, integrity, flexibility, sound judgment, professionalism, and personal appearance for success as an administrator in the Orange East Supervisory Union.
5. Ability to work collaboratively and cooperatively with students, parents, school and administrative personnel, and representatives of community organizations or agencies.
6. Understands and is sensitive to the needs of various culture and ethnic groups of the school and community, and the needs of students with limiting conditions.
7. Possesses a high degree of conflict management skill and ability to utilize effective problem solving strategies.

Position Requirements

Education & Training

- An earned Master's degree from an accredited college or university.

Licenses & Certifications

- Must possess or be able to obtain a Vermont Educators license with the Superintendent endorsement.
- Valid Driver's License

Experience

1. Have previously demonstrated at least five (5) years of successful licensed teaching experience.
2. Have previously demonstrated at least two (2) years of experience as a contract administrator at an accredited K-12 public or private school or at least two (2) years of experience as a contracted administrator in a related position.
3. Successful experience as an elementary and/or secondary principal.
4. Demonstrated experience providing leadership in an academic environment.
5. Successful performance in the position held at the time of application.
6. Equivalent experience shall be considered.

Tools/Technology

- Computer literacy required.
- General office equipment, such as a phone, computer, adding machine, copier/scanner/printer/fax
- Computer software, such as e-mail, calendar/scheduling, MS Office, and database user interface and query software

Mental & Physical Demands

1. Prolonged periods of sitting
2. Physical mobility to visit multiple building locations
3. Talking/Hearing
4. Occasional reaching with hands and arms
5. Close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
6. Comprehension of the English language
7. Reasoning and decision making

8. Presence at the workplace
9. Presence at Board meetings in evenings

Working Conditions

- Work is normally performed in climate controlled office environment, with very limited exposure to extreme heat/cold, poor ventilation, fumes, and gases.
- Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).
- No known environmental hazards are encountered in normal performance of job duties.

Background check required upon acceptance of offer of employment.

***Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability or national origin.