

## Job Description

# Assistant Superintendent

**Our Vision:** *Building a beloved community of learners.*  
**Our Mission:** *Collaborating to empower all learners with justice-centered opportunities, equitable leadership, and a passion for lifelong learning.*

**Reports To:** **Superintendent**  
**Direct Reports:** **Chief Information Officer; Facilities Manager; School Improvement Managers; Office Manager**  
**Service Area:** **Administrative Services**  
**FLSA Status:** **Exempt - Benefit Eligible**  
**Work Year:** **12 Month Position / 260 days**

### GENERAL DESCRIPTION:

Serving as a member of the Executive Leadership Team, the Assistant Superintendent will provide leadership, guidance, direct supervision and support to agency-wide services covered under the [Local Service Plan \(LSP\)](#). This position serves as a leader in shaping an inclusive organizational culture aligned with our equity-focused strategic plan, which prioritizes services to children and their families, community partners, and component school districts. The Assistant Superintendent will ensure high levels of collaboration amongst and between departments, effectively communicating with all stakeholders to ensure program resources and improvement efforts are aligned to meet our established commitments. They will facilitate and serve on district-wide committees and task forces as requested by the Superintendent. The Assistant Superintendent will provide assistance to the Superintendent on all administrative matters and will provide leadership and support to the leadership team as required to ensure the engine agency achieves high levels of success.

### QUALIFICATIONS:

#### Education / Certification

- Master's Degree in education or education administration *required*.
- A valid Oregon Professional Administrator's license through Teacher's Standards and Practices Commission (TSPC), or eligibility to acquire one.

#### Experience:

- Minimum of seven (7) years of experience as an educator (teacher, specialist)
- Minimum of five (5) years of progressively responsible administrative and supervisory experience in an educational leadership role at the building and/or central office level; regional education service district model experience preferred.
- Administrative experience in Special Education is preferred.

#### Essential Competencies, Knowledge & Skills:

1. **Cultural Responsiveness:** Supports an inclusive working and learning environment for children, colleagues, business partners, and community members and actively demonstrates a commitment to providing equitable services.
2. **Leadership:** Demonstrated leadership skills, including the ability to maintain a global perspective and vision; establish and implement workgroup direction; motivate staff; ability to lead a team to their highest performance through motivation, effective coaching, and mentorship.

3. **Interpersonal Skills and Collaboration:** Works collaboratively with others to achieve shared goals; Ability to develop and maintain a positive working relationship with staff, constituent school districts, Oregon Department of Education (ODE), and other education, governmental, and community agencies.
4. **Decision Making:** An active listener who employs a collaborative approach to problem-solving and decision-making, seeking information from various perspectives to inform effective decisions, and who demonstrates compassion and empathy in decisions and actions.
5. **Communication:** Demonstrated excellent oral and written communication skills, including the ability to present information to various audiences and facilitate groups.
6. **Language Fluency:** Bilingual Spanish *preferred*.
7. **Knowledge of Students & Services:** Strong knowledge/skills related to the services provided to component school districts under ESD Local Service Plan funding streams associated with core services and programs; knowledge of local, state, and national educational issues and champions solutions for better outcomes for students served
8. **Data and Analytics:** Ability to manipulate analytics and interpret data
9. **Accountability:** Takes responsibility and ownership for successfully accomplishing work and agency objectives and delivers results. Sets high standards of shared performance for self and others.
10. **Accuracy and attention to detail:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
11. **Planning, Organization, and Prioritization:** Proven organizational skills, including the ability to address multiple priorities and to manage projects to meet timelines; the ability to be flexible and fluid with a schedule or meeting changes.
12. **Technologically skilled:** Ability to use technology platforms necessary to perform job duties, including Microsoft and Google suites.

*Consideration will be given to an alternative combination of experience and training that provides the knowledge, skills, and abilities required to perform the job.*

## **MAJOR RESPONSIBILITIES AND DUTIES:**

### **Leadership**

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and support of the District's mission.
2. Provides leadership, guidance, direct supervision, and support to agency-wide services covered under the local service plan.
3. Develops and/or participates in work teams and committees designed to support internal and external initiatives; participates in integrated planning efforts, including projects which require inter-department coordination.
4. Serves as an advisor to the Superintendent and a member of the Superintendent's Cabinet and provides counsel and expertise about assigned areas of responsibility.
5. Ensures integration of all appropriate internal staff in key decision-making and implementation processes.
6. Assures the efficient and professional operation of assigned departments by building a collaborative culture with employees who will carry out program duties and activities and by developing and implementing policies, regulations, and procedures consistent with statutes, regulations, and school board directives
7. Works to help ensure compliance with local, state, and federal laws.
8. Reviews, understands, interprets, and adheres to LESD policies, practices, and procedures and holds staff equally accountable.
9. Prepares and delivers written and oral presentations on relevant issues to the Board, leadership team members, staff, component school district constituents, and community groups.
10. Provides oversight for Tragedy Response and Emergency Response programs, working collaboratively with community partners.

## **Supervision**

11. Responsible for direct support and supervision of School Improvement Programs, Operations - Technology and Facilities, Home School/Truancy Services, and Title Programs.
12. Provides leadership and support, working in partnership with Administrative Services and Special Education programs.
13. Engages annually with direct reports in visioning and goal-setting, providing coaching, mentorship, and supervisory support to reach established goals.

## **Communications:**

14. Partners with communications sources to highlight LESD core services to community school districts.
15. Provides oversight and adherence to EEOC and ADA guidelines for communication and accessibility.
16. Provides oversight for the regular collection and dissemination of agency information.

## **Budget Management:**

17. Comprehensive knowledge of and adherence to Oregon state law related to educational service district budget development and related Board and Budget committee structure and parameters
18. Fiduciary responsibility for grant management and budget oversight.

## **Other:**

19. Perform other duties and assume other responsibilities as assigned by the Superintendent.

## **LESD STAFF WORK EXPECTATIONS**

- Effectively engage with individuals in a culturally appropriate and responsive manner.
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
- Utilize appropriate equipment and software as established for agency use and other equipment and software appropriate to the assignment.
- Maintain regular and punctual attendance.
- Confer regularly with immediate supervisor.
- Follow all District work procedures and reasonable requests by proper authority.
- Perform program responsibilities in accordance with statutes, administrative rules, policies, and collective bargaining agreements.

## **PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

The physical demands and work environment described here represent those that must be met by the employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear, and speak. The employee is required to perform significant work at a computer display terminal.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Frequent travel to locations outside the agency for meetings and activities that may occur during the day; occasional travel for meetings and activities during the evening or on weekends.

## **EVALUATION**

The performance will be evaluated in accordance with the provisions of the Board policy and district procedures.

**The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.**