



Assistant Superintendents of Schools - Poudre School District – Northern

Poudre School District seeks two experienced forward thinking Assistant Superintendents of Schools.

Position 1: Assistant Superintendent of Schools: Athletics & Activities

The Assistant Superintendent will provide leadership, supervision, development, and management of Poudre School District (PSD) schools and principals in up to three district feeders and to **the Directors of Athletics and Activities.**

Position 2: Assistant Superintendent of Schools: Integrated Services, Student Services and Language & Culture

The Assistant Superintendent will provide leadership, supervision, development, and management of Poudre School District (PSD) schools and principals in up to three district feeders and to **the Directors of Integrated Services (Special Education), Student Services and Language & Culture.**

The successful candidates will ensure the articulation of high-quality educational opportunities through a systems-oriented preK-12 framework by working closely with each Assistant Superintendent of Schools, the academic Cabinet, and feeder systems. The Assistant Superintendents will participate in the visioning and implementation of strategic initiatives through involvement with the Superintendent and Cabinet.

The Assistant Superintendents of Schools will:

- Supervise, mentor, and evaluate a team of administrators who are responsible for the delivery of high-quality education and services to all Poudre School District students.
- Create internal structures, processes, and protocols that improve student access to educational services.
- Develop and implement a plan to operationalize PSD's Unified Improvement Plan (UIP) across schools. Set student achievement goals for the District's schools and identify and report on strategic metrics tied to those goals.
- Support District diversity and equity initiatives and operationalize these initiatives consistently at and across school sites.
- Support and participate in the development of parameters, guidelines, and processes for integrating community resources and partnerships that align with PSD's goals and strategic initiatives.
- Develop opportunities to implement PSD's strategic initiatives equitably across schools.
- Participate as a key administrative advisor to the Superintendent in order to foster effective communications and contribute to the decision-making process.
- Develop and implement board policy for all instructional matters.
- Support and implement the Board's ends statements and Superintendent's policies by working closing with school and central office administrators.
- Direct a team of educators in focusing on increasing student achievement and acquiring full district accreditation.
- Assist with the development, monitoring, and implementation of district strategic initiatives.
- Act as Poudre School District's representative on contractual and instructional arrangements.
- Support Budget Manager and Controller in district wide budget planning and implementation.
- Implement and monitor district, school, and student safety plans.
- Support and implement all Poudre School District's policies, procedures, and expectations.

Additional Responsibilities:

- Conduct school site visits to develop standards, establish priorities and set goals for improving student achievement, teacher development and the performance of schools.

- Facilitate professional development for administrative staff to maximize student achievement and school improvement efforts.
- Be committed to providing personal and professional excellence.
- Act as Superintendent of Schools in his/her/their absence.
- Support learning services Directors of Athletics and Activities or Directors of Integrated Services, Student Services, Language, Culture and Equity).
- Work with PSD charter schools as needed.
- Perform other job-related duties as assigned.

About the Poudre School District

Poudre School District serves about 28,000 students and includes 55 schools and five charter schools. PSD, the ninth largest school district in Colorado, encompasses several communities including Fort Collins, Laporte, Timnath, Wellington, Red Feather, Livermore, Stove Prairie, and parts of Windsor.

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| <p>Student Demographics Asian: 2.7% Black/African American: 1.3% Hispanic/Latino: 19.5% Native American/Alaskan Native: 0.5 White: 71.8% Other minorities: 4.2%</p> | <p>Student Data Free/reduced lunch participation 27% Special education: 9% Gifted and talented: 11.3% English language learners: 5.3%</p> | <p>Staff Profile Classified: 1,714 Administrators: 177 Certified teachers: 1,527 Certified other staff: 550 Average Teaching Experience PSD: 12.97</p> |
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The Ideal Candidate will demonstrate the following competencies:

- Strong interpersonal and public relations skills
- Knowledge of current PSD vision and strategic goals
- A belief that all students are capable of learning
- Ability to form and lead professional learning communities
- Strong facilitation and project management skills
- Ability to collaborate inter-organizationally as well as with community partners and union associations
- Excellent oral and written communication skills
- Knowledge of Every Student Succeeds Act and other applicable regulations/mandates such as IDEA and the READ Act
- Ability to set high standards and achieve them
- Ability to show respect and sensitivity to individual needs/concerns
- Demonstrated concern for student and staff health, safety and well-being
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

Note: This Job Description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary depending upon location, or additional duties may be assigned by the location.

Reporting Structure and Education and Related Work Experience:

- Is appointed by and reports to the Superintendent of Schools.
- Master’s degree in School Administration, Education, or related field required.
- Doctorate degree preferred.
- A minimum of 5 years of educational administrative experience required.

- Equivalent combination of education and experience is acceptable.

Licenses, Registrations or Certifications:

- Valid State of Colorado Principal or Administrator License or Reciprocal State License
- Criminal background check required for hire

Compensation, Benefits

The approximate starting base salary is \$132,175 - \$169,845.

Additional benefits include:

- Comprehensive Medical, Dental and Vision Insurance
- Longevity Bonus starting at year three
- Car allowance
- Flexible benefits compensation
- Paid employee portion of PERA (pension)
- Possible eligibility for relocation expenses

How to Apply

The recruitment for this position is being handled by GovHR USA. **Candidates may apply for one or both positions. First reviews of resumes will be completed May 9th. Candidates should apply online at www.GovHRjobs.com at once with resume, cover letter and contact information for five work-related references to the attention of Beth Flores, Vice President, GovHR USA Tel: 847-370-8317**

Poudre School District is dedicated to affirming respect, compassion, and acceptance for all, and we celebrate diversity with regard to all backgrounds and identities. We believe that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. We are an equal opportunity employer committed to building inclusive work environments with employees who reflect our students and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status, or any other protected status in accordance with applicable law. PSD is committed to finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We encourage you to apply!

If you have a mental or physical impairment which limits one of your major life activities (e.g., walking, hearing, seeing, speaking, breathing, or learning) and require special accommodations during any portion of the application process, please contact hr@psdschools.org. For accommodation request regarding testing or interviews, you must contact the Risk Management Department at kbennett@psdschools.org at least three (3) working days before the interview or test date.