

## **WEST ADA SCHOOL DISTRICT - DEPUTY SUPERINTENDENT**

Meridian, ID

**FTE: 1.0**

**Calendar: 230**

**This position will begin July 1, 2022.**

**Salary Range: \$155,000.00 - \$160,000.00**

### **PERFORMANCE RESPONSIBILITIES**

The Deputy Superintendent assists the Superintendent in carrying out responsibilities and as such works with the Superintendent and Board to make the system fully effective and create conditions under which operational success, excellent teaching, and accelerated student performance is realized. The Deputy implements the philosophy and objectives established by the Superintendent and the Board. The Deputy Superintendent recommends policies, carries out policies, and evaluates the results of such policies established by the Superintendent and the Board. The Deputy collaborates with Directors and District Administration for the implementation and coordination of the academic and operational programs through an ongoing process of planning for innovation, strategic change, and student achievement. The Deputy provides administrative leadership for the district's day-to-day operations and related support activities. The Deputy Superintendent serves as Chief Executive Officer in the absence of the Superintendent.

### **ESSENTIAL DUTIES**

- \* Reports to: Superintendent
- \* Provides leadership assistance in support of the Superintendent for the development, promotion, and implementation of the district's priorities, objectives, and improvement efforts
- \* Is actively involved in leadership, and oversight for academic and operational areas of the district system
- \* Provides district-wide direction, coordination, and leadership for both the Chief Academic & Operations Officer's
- \* Supervises the preparation of reports, records, and similar documentation appropriate to the administration of the school district and/or required by the Superintendent
- \* Is responsible for day-to-day internal operations of the district and acts in place of the Superintendent in the Superintendent's absence
- \* Provides leadership and assistance in the development and implementation of the budget process
- \* Assists and facilitates communications with both internal and external school groups
- \* Promotes the West Ada School District by interacting with the community, civic leaders, and various groups
- \* Identifies "target projects" for instructional improvements and makes recommendations for processing the improvements
- \* Attends all regular and special meetings of the Board of Education and executive or study sessions when requested by the Superintendent
- \* Interprets the educational program of the school district to the Board of Education, the professional staff, and the community in concert with the Superintendent

- \* Keeps abreast of changes and developments in education and uses this knowledge constructively in the operation of educational services
- \* Serves as Acting Superintendent in the absence of the Superintendent as may be requested by the Superintendent
- \* Assists the Superintendent with all public relations and information issues
- \* Makes recommendations to the Superintendent for program and policy changes
- \* Conducts district-wide research and develops a system of program evaluation as needed
- \* Keeps informed on educational trends and research findings
- \* Prepares reports for the Board of Education as needed
- \* Represents the Superintendent on all commissions, councils, and committees as assigned
- \* Keeps the Superintendent informed regarding all state instructional mandates, regulations, requirements, etc.
- \* Assists with the leadership and oversight of business operations and facility management
- \* Performs such other tasks and responsibilities as may be assigned by the Superintendent of Schools
- \* Assists the Superintendent and coordinates the staff's efforts in all legislative concerns at the community, state, and national level.
- \* Articulate the District's Strategic Plan including but not limited to the mission, instructional philosophy, and implementation strategies
- \* Is proactive in shaping the future of education in the West Ada School District and the State of Idaho by promoting the profession, participating in public forums and by publicizing success in education
- \* Assist the Superintendent in providing leadership and vision to develop, achieve and maintain the best possible education for students and carry out the mission of the district
- \* Works with the Superintendent of Schools and the Chief Operating Officer to determine the K-12 budget and allocation of resources
- \* Provide constructive and professional feedback, coaching and mentoring to the Directors and program division/supervisors
- \* Provide a safe, respectful, and supportive school environment for students, staff, volunteers, and patrons based on district values
- \* Co-chair the District Policy Committee
- \* Effectively implements and interprets State Department of Education and State Board of Education rules, the district policies and State and Federal statutes
- \* Recommend policies or changes to policies to comply with federal and state law, provisions of the Strategic Plan, and research based best practices of the district
- \* Supervise/Evaluate/Direct: Chief Academic Officer, Chief Operations Officer, Region Directors, and Chief Technology Officer
- \* Oversee District Strategic Plan
- \* Participate in Operations and Instructional Team meetings
- \* Serve as a member of the Superintendents Executive Team

## **QUALIFICATIONS**

- \* Demonstrate ability to adjust strategies and practices in order ensure the success of District programs and the Strategic Plan
- \* Demonstrate the desire and ability to lead and develop adults; exhibit willingness to engage in

difficult conversations and make hard decisions

- \* Possess professional written and verbal skills
- \* Exhibit professionalism, confidence, and a sense of possibility
- \* Understanding of systemic change and components necessary to lead successful change efforts
- \* Demonstrated successful experiences in leadership, management, and teamwork
- \* Must hold a valid Idaho Superintendent Certificate,
- \* Master's Degree in School Administration, Supervision and Curriculum, and/or School Finance.
- \* Minimum of 15 years successful teaching and/or administrative/supervisor experience.
- \* Have distinguished themselves among peers
- \* Other requirements as determined by the Superintendent

### **ESSENTIAL PHYSICAL ABILITIES**

- \* Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and on the telephone;
- \* Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate and prepare a variety of written documents;
- \* Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer;
- \* Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 20 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.

### **EVALUATION**

Yearly by supervisor

### **TERMS OF EMPLOYMENT**

To be determined by calendar year.

Regular attendance is an essential function of this job.

- \* If you are chosen for this position your employment with the District would be "at will". Employment at Will means that the employee or the District may terminate the employment relationship with or without cause, and with or without notice, at any time.
- \* As per Idaho Code 65-5-1/65-503: "Eligible veterans are provided advantages in public employment in Idaho..."