

POSITION TITLE: Assistant Superintendent

FLSA: Exempt Professional

REPORTS TO: Superintendent

QUALIFICATIONS:

1. Master's degree, with Postgraduate Professional Certificate with an endorsement in Administration and Supervision;
2. Five years (minimum) of successful experience in school administration;
3. Proven instructional leadership experience as a building Principal preferred;
4. District-level administrative experience preferred;
5. Understanding of state and federal academic accountability requirements;
6. Experience using data to make decisions;
7. Demonstrated knowledge of school law;
8. Understanding of Virginia's Standards of Learning, Standards of Quality, and Standards of Accreditation;
9. Ability to work effectively with others.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate and lead human resource services
2. Provide leadership and oversight for instructional program
3. Assist as needed in the formulation and development of relevant policies, procedures and programs.
4. Work collaboratively with schools, staff, parents, and community partners.

OTHER JOB FUNCTIONS:

1. Serve on committees and report to the Superintendent.
2. Perform all other duties and responsibilities as assigned by the Superintendent.

SALARY

Salary commensurate with training and experience.