



NEW ALBANY FLOYD COUNTY CONSOLIDATED SCHOOLS

TITLE: Assistant Superintendent, Secondary Schools **or**
Assistant to the Superintendent, Secondary Schools
CLASSIFICATION: Certified Position
STATUS: Exempt (Salaried)/260 Days
LOCATION: Administrative Services Center (ASC)

Anticipated Interview Dates: November 27-28, 2023

Start Date: January 3, 2024

To Apply: <https://nafcs.tedk12.com/hire/index.aspx>

SUMMARY: Provides the requisite oversight and evaluation of principals, instructional programs, safety and school operations to ensure a climate and culture that promotes student growth and achievement for all students. This position shall report directly to the Superintendent and shall serve on the Superintendent's cabinet.

QUALIFICATIONS

Required:

- Have a minimum of five (5) years secondary building administrative experience; and
- a minimum of three (3) years of successful public school teaching experience,
- possess the highest personal standards, good morals, ethics, honesty, commitment and integrity, as well as, effective skills in secondary curriculum, student discipline, communication, multitasking, and collaboration,
- be an approachable leader with demonstrated ability to motivate all members of faculty and staff and embrace a culture of excellence and continued improvement.

Preferred:

- Experience with adult, alternative and vocational educational programs
- Hold or be eligible for an Indiana Superintendent License.

SUPERVISES: Secondary Principals and Administrative team and the Department of Student Support Services.

PERFORMANCE RESPONSIBILITIES

1. Provides administrative leadership in the development and coordination of school programs at the secondary level.
2. Monitors and evaluates the work and performance of secondary school principals, directors and coordinators to attain the objectives of their schools/programs and assist them with their professional growth and development.



3. Regularly visits schools and other program sites to observe programs in operation and assist principals and other administrators to serve most effectively as leaders; empower school sites to make decisions that directly serve their student needs.
4. Prepare programs, policies and procedures that will enhance learning, improve effectiveness, and increase efficiency in the secondary schools.
5. Serves as a member of the Superintendent's cabinet in analyzing, developing, coordinating, and implementing new state laws, Board of Trustee policies and administrative guidelines.
6. Assist principals and directors in planning an effective program of supervision and evaluation for all assigned employees.
7. Direct and assist principals in the development of specific plans to meet identified school and district goals.
8. In cooperation with the Chief Financial Officer (CFO) supervises the secondary program budget and completes applicable state reports as necessary.
9. Provides onsite support and assistance to secondary leaders.
10. Works with principals to review and analyze assessment data for the purpose of improving teaching and student learning.
11. Attend and represent the secondary level at Board meetings and other special meetings and advise the Board, Superintendent and cabinet members on secondary initiatives, concerns and needs.
12. Establish and maintain effective communication channels with administrators, teachers, parents and the community as it relates to secondary education.
13. Develop and monitor district graduation requirements.
14. Works with community organizations and citizens by promoting public education through personal appearance, as appropriate.
15. Keeps informed about current trends and practices in the various subject matter fields and disseminates professional information and materials to secondary school staff.
16. Assists in the recruitment, screening, hiring, and assigning of secondary administrators and staff.
17. Conducts an instructional orientation program annually for new certified staff.
18. Collaborate with the central leadership and building principals regarding investigations of alleged employee misconduct and discipline.
19. Works with secondary district chairs in language arts and math to provide leadership and direction for the corporation.
20. Facilitates secondary school parental concerns/issues after the building level.
21. Coordinates admission to and exit from secondary school alternative programs.
22. Provides leadership and long-range facilities planning for the School Corporation.
23. Coordinator for the Teacher and Administrator Evaluation Process
24. Coordinator for the Title II and Title IV grants
25. Assists in writing and submitting relevant curriculum grants.
26. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent or his/her designee.

Applications accepted through November 17, 2023.