



Job Description

Job Title: Area Superintendent

Reports to: Superintendent
Department: Superintendent's
Number of Days: 12 months
Compensation: Education Leadership Grade 9
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Assists the Superintendent with teaching and learning processes within the School District. Assists building principals and other district administrators in vertical and horizontal communications and in the development and implementation of curriculum and instructional improvement for the District.

Qualifications/Job Requirements:

Education:

- Minimum Master's Degree, Oklahoma Teaching and Administrative Certification.

Experience:

- Minimum of five years of progressively responsible administrative and supervisory experience within a large public education enterprise.

Other:

- Excellent interpersonal and communication skills.
- Demonstrated ability to work cooperatively with principals and other educational leaders.
- Strong organizational skills and abilities.
- Competency with statistical data.
- Skilled in the use of research methods.
- Demonstrated knowledge of educational trends, research findings and conclusions.
- Ability to balance multiple job tasks.

Duties and Responsibilities:

- Assist principals with curriculum planning and implementation.
- Coordinate the articulation of the instructional programs between and among principals.
- Assist in planning, implementing, and evaluating school-based programs to accomplish district goals.
- Recommend policy and program changes to enhance quality education.
- Work collaboratively with the members of the Superintendent's Cabinet, Directors, Principals, and all others in coordinating the educational programs of the district.
- Recognize and reinforce excellence in student, school and colleague performance.
- Assist in maintaining good public relations with various community entities.
- Ensure that all district policies and regulations are consistently administered within the schools.
- Respond to instructional, human resource, and business needs as identified by principals.
- Conduct hearings concerning employee grievances and student suspensions as may be required.
- Consult with principals concerning the annual evaluations of certificated and classified personnel.
- Assist principals in the preparation and approval of the school's Site Improvement Plan.
- Prepare the teacher assistant allocation for each school.
- Facilitate the development and administration of the school budgets and review spending plans based on established priorities.

Other Duties and Responsibilities:

- Perform other tasks or services consistent with the duties defined in the position summary.