

STREATOR ELEMENTARY DISTRICT #44

Job Description

Assistant Superintendent

FLSA Status: Exempt

Reports to: Superintendent

Effective: May 2022

Approved: LP

Position Objective

The Assistant Superintendent assists the Superintendent in the administration of the District in such a way to provide the best possible educational service to all students and provide the best possible support to the ongoing development and improvement of the District.

Essential Functions

- Assists the Superintendent in developing the administration and coordination of the District's operational programs.
- Attends School Board meetings and prepare such reports for the Board as the Superintendent may direct
- Maintains financial stability in the district to achieve the most effective and efficient use of taxpayers' dollars
- Recommends the appointment, assignment, transfer, promotion, demotion, discharge and/or suspension of employees to the Board of Education
- Assists the Board of Education in rendering sound judgment, establishing policies, and approving those matters which the law requires, and providing necessary and helpful facts/information for planning
- Represents the district in dealing with the general public, community, governmental agencies, and other school systems
- Provides methods of communication with the Board of Education, employees, union representatives, and the community. Communicates well with parents, citizens and business leaders of the community
- Oversees design and construction of any new facilities in the district
- Manages and recommends needed updates and enhancements of the facilities of the district
- Provides effective management systems for the students (example: discipline, athletics, technology plans, handbooks, etc.)
- Ensures employee and stakeholder satisfaction (students, staff and parents) with the School District
- Ensures the efficiency of the School District through effective use of resources that demonstrate financial stability
- Assists in supervising the administrative team and district office support staff
- Works with administrators and staff on recommendations for staff assignments, transfers, dismissals, promotions, and retirements, including employee due process and discipline
- Conducts and/or assists with investigations and resolution of employee concerns and complaints

Additional Functions

The above job description reflects the general requirements necessary to perform the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future and may be amended as appropriate.

- Performs other such duties as may be assigned by the Superintendent

Qualifications

- Illinois General Administrative Endorsement required
- Illinois Superintendent's Endorsement required
- Administrative and teaching experience required

Competencies

- Possesses knowledge of and successful experience in school district management including collective bargaining, contract management, information technology, staff development, program assessment and school improvement
- Understands the complexities of Illinois school finance, and is able to interpret complex educational and financial data and maximizes the use of resources in support of the education programs of the district
- Excellent interpersonal communication skills. Able to communicate effectively with staff at all levels, board members, and the general public
- Adaptable to different work scenarios and schedules. Able to prioritize efforts in order to achieve a student-focused solution
- Proficient in standard office software applications
- Ability to collaborate and provide shared leadership

Working Conditions

- Mental Demands: calculating, comparing, evaluation, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting
- Physical Demands: bending, stooping, kneeling, twisting, reaching, sitting for prolonged periods of time, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity
- Environmental Conditions: The work is performed primarily indoors; however, outside work is required on occasion. Travel between buildings is a requirement

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