



Job Title: **Assistant Superintendent of School Accountability/  
Chief Performance Officer**

Department: **Office of Student Achievement**

Supervisor: **Deputy Superintendent/Chief Academic  
Officer**

Lane Placement: **Administrative Lane 10**

Schedule: **8 hrs / 242 days**      Evaluation Group: **JAES**

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

The **Assistant Superintendent of School Accountability** is a member of the Superintendent's Cabinet and is responsible for supervising and directing district-level school directors and school principals and special education in all matters pertaining to the day-to-day operation and practices of the schools as well as accountability for implementation of the District's Academic Achievement Plan. Responsibilities also include overseeing the proper involvement of parents and community members in the planning and decision making process. Incumbent assists the Deputy Superintendent/Chief Academic Officer in all matters related to attaining excellence and accountability in school operations and student academic achievement.

## **ESSENTIAL FUNCTIONS**

- Attends all meetings of the Board of Education and assists the Deputy Superintendent/Chief Academic Officer in following up with Board requests and preparation of materials, reports, and information for Board meetings.
- Provide specific leadership, direction, and supervision to district-level administrators responsible for the daily operation of elementary, secondary, and special schools.
- Provide specific leadership, direction, and supervision to other district-level administrators as assigned.
- Provide specific leadership, direction, and oversight to the Director of Special Education.
- Ensure district compliance with all federal and state requirements related to implementation of instructional programs including, but not limited to, IDEA, 504, ADA, Title I, Title III, NCLB, ESEA, etc. in all schools except for Title I schools.
- In conjunction with the Deputy Superintendent/Chief Financial Officer, prepare and monitor budgets for schools and assist in the preparation of the District's annual budget.
- Participate with other administrators in the Office of Student Achievement in developing the District's Academic Achievement Plan.
- Provide leadership and supervision to all schools in the effective implementation of the District's Academic Achievement Plan.
- Provide leadership, support, and accountability for the implementation and maintenance of effective Building Leadership Teams (BLTs) in all District schools.
- Support efforts to ensure that all District schools implement continuous improvement plans and that all aspects of the District's Academic Achievement Plan are implemented with fidelity.
- Participate with other administrators in the Office of Student Achievement in the identification of areas of inadequate student achievement as well as the implementation in all schools of effective strategies, interventions, and plans to remedy such inadequacies and improve student learning outcomes.

- Provide leadership and direction to schools, employees, programs, parents and communities in the implementation of effective plans to close student achievement gaps between white and minority students, and between high and low socioeconomic student groups.
- Assists as needed in the implementation of capital facilities improvement plans.
- Attend professional conferences as assigned.
- Work with members of the Superintendent's Cabinet to communicate with the press, parents, patrons, and others regarding district issues, developments, and successes.
- Supervise and evaluate personnel and administer personnel policies and procedures that pertain to assigned district staff.
- Support the provision of a comprehensive professional development program for principals, district-level administrators, teachers, and others as assigned. Provide supervision to ensure that strategies and practices introduced through professional development are effectively implemented and maintained in classrooms and schools.
- Assist the Deputy Superintendent/Chief Academic Officer in the preparation and submission of budget documents and statistical and fiscal reports required by law or the Utah State Board of Education.
- Supervise the implementation of effective practices to maintain appropriate student behavior and discipline.
- Develop and implement policies, guidelines and procedures for the effective utilization of the physical facility of the school.
- Predictable and reliable attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

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| <ul style="list-style-type: none"> <li>• This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
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### **QUALIFICATION REQUIREMENTS**

- Ph.D. or Ed. D. in Educational Leadership or related field preferred.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration."
- Requires minimum of 10 years of previous job related school/district administrative work experience with demonstrated effectiveness, to include a minimum of 5 years experience as a school-based administrator, including some of those years as a principal.
- Experience with, or substantial understanding of, high school operations, including curriculum, special education transition needs, and extracurricular activities.
- Successful and relevant prior experience developing and managing budgets and academic programs for large public school district.
- Outstanding interpersonal skills, the ability to work well with a variety of stakeholders and patrons, ability to work effectively in a collaborative, team environment, and unrelenting focus on customer service. Interacts with board members, organization representatives, legislators, State Office personnel, attorneys, all District personnel, and the general public.
- Advanced written and verbal communication skills, as well as advanced competency with curriculum, assessment, technology, budgets, and grant writing/administration.

- Strong track record of working collaboratively across an education system to promote improved results for all students.
- Excellent computer skills with Microsoft Word applications (e.g. Word, Excel, and PowerPoint) and financial application software required.
- Significant managerial experience, including supervision of employees and staff.
- Accuracy and confidentiality essential.
- Outstanding organization and initiative and a professional, courteous demeanor suitable for working at the executive level and interacting with patrons and customers.
- Incumbent must be fingerprinted and clear a criminal backgrounds check.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Requires the ability to lift a minimum of ten (10) pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 11/01/2019