



2100.03: ASSISTANT SUPERINTENDENT OF EDUCATION SERVICES

Title: Assistant Superintendent for Educational Services

Reports to: Superintendent of Schools

General Summary: Directs the planning, implementation and evaluation of programs in the areas of elementary, early childhood education, secondary education, and special education; assists the Superintendent in the evaluation of those district personnel as assigned.

Essential Functions:

1. Assists the Superintendent in directing the administration, coordination and supervision of the district's educational program. (15%)
2. Supervises the Directors of: Elementary/Early Childhood Education, Secondary Education, and Special Education and the Executive Director of Technology. (15%)
3. Administers board policies and rules related to curriculum and instruction, and special education; recommends changes to the Superintendent as needed. (15%)
4. Assists in the preparation and administration of those sections of the district budget that pertain to educational services. (5%)

5. Keeps informed of and interprets all court decisions, regulations, statutes, rules and policies affecting his/her division. (5%)
6. Attends board meetings and prepares such reports for the board as the superintendent may request. (5%)
7. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations. (5%)
8. Provides and coordinates assistance to the building level administration as it relates to services and assistance provided within the program areas. (5%)
9. Keeps abreast of developments in the assigned program areas and provides leadership in determining appropriateness for inclusion in the district's education program. (5%)
10. Collaborates with Executive Director of Assessment, Research and Evaluation as it relates to the approval of research projects with potential impact on curriculum and instruction within any District classroom. (5%)
11. Assures the communication of program information to the professional staff and coordinates the dissemination of program materials. (5%)
12. Directs the interpretation of programs to the Board of Education, the administration, the staff and the general public. (5%)
13. Assists the development of educational specifications for remodeling projects and new construction, as requested. (2%)

14. Maintains liaison and active participation with educational leaders at the state, regional and national levels. (2%)
15. Supervises, assists, and evaluates the work of all assigned principals. (5%)
16. Assumes other responsibilities as assigned by the superintendent. (1%)

Qualifications:

1. Education Level: A doctoral degree from an approved institution with a major in educational administration or the accepted equivalent is preferred. A six-year specialist degree in educational administration or the accepted equivalent is required.
2. Certification or Licensure: Appropriate Nebraska administrative certificate.
3. Experience desired: Five years of successful experience in educational services administration is preferred. Three years of successful experience in administration is required.
4. Other requirements: Experience, maturity and leadership abilities in appropriate facets of school administration; the ability to select, supervise and evaluate the work of others, and leadership skills in the area of curriculum development, management and evaluation; sensitivity to the needs and objectives of a school district.

Special Requirements:

		Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1.	Standing	x		
2.	Walking		x	
3.	Sitting		x	
4.	Lifting <u>20</u> lb max.	x		
5.	Carrying <u>50</u> feet	x		
6.	Pushing / Pulling	x		
7.	Climbing / Balancing	x		
8.	Stooping / Kneeling / Crouching / Crawling	x		
9.	Reaching / Handling	x		
10.	Speaking / Hearing			x
11.	Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and/or superintendent.

Date of Adoption

April 1, 1991

Date of Revision

May 20, 1996

November 1, 2004

October 20, 2008

September 6, 2011

August 1, 2016

April 17, 2017

June 2, 2025