

The Associate Superintendent will provide leadership, direction, and supervision for the efficient operational and academic management of schools and departments by directly supervising the following administrators: Executive Director of Elementary Education, Executive Director of Secondary Education, Executive Director of Special Education, Director of Assessment and Student Information, Director of Information Technology, Assistant Director of Professional Development, Assistant Director of Health Services, and Operations Manager of the Higley Center for the Performing Arts. This position will provide guidance for the operation, planning, development, and administration of all school-based programs in support of the District's mission and ensuring the implementation of all applicable board policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Support HUSD Vision, Mission and Goals.
- Collaborate with a wide variety of stakeholders for implementing program components, creating long and short-term plans, and addressing organizational objectives.
- Manage and support the implementation of strategic plan initiatives.
- Contribute to and communicate with all District departments in supporting District strategies and goals.
- Assist with the development of District policies and administrative practices.
- Provide leadership and allocates resources to ensure implementation of the district's curriculum and instructional practices.
- Provide operations support to schools, school level programs, and departments.
- Coordinate with district administrators to ensure that all student services are implemented in compliance with state and federal law.
- Oversee and provide direction for the assessment of instruction and programs, and makes appropriate recommendations for implementation, expansion, or deletion of programs.
- Responsible for aligning all education programs and interventions with Arizona State Standards, best practices, and current textbook adoptions, and other state and federal programs.
- Prepares appropriate summary reports and disseminate information to appropriate decision-makers and other public entities.
- Oversee the appointment and evaluation of administrators.
- Research most current and effective assessment tools to evaluate progress on district priorities and ensure that best practices are being utilized.
- Provide leadership in monitoring and reviewing assessment data to initiate corrective action for students and/or campuses as applicable.
- Interface with governmental agencies, business and civic organizations, and the community to provide needed information and to promote educational initiatives.
- Manage and monitor budgets and assist with budget development.
- Communicates in a timely manner with parents and all audiences.
- Prepares information and attend Governing Board meetings as requested.
- Works productively as a team member with the Administrative Team, the teaching staff, classified staff, and site-based teams.
- Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

The candidate will support and model high expectations of accountability in all responsibilities of this position.

The successful candidate supports the district's vision, mission, core values, and goals. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of current research in educational curriculum, instruction, assessment, and evaluation.
- Effective oral and written communication skills.
- Doctorate degree preferred, Masters required from a regionally accredited institution.
- Minimum of five-seven years of successful teaching and administrative experience; District-level administration preferred.
- Valid Arizona Superintendent Certificate.
- Successful prior experience in assigned responsibility.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands and fingers to handle or feel objects, tools, or controls; type/keyboard; and talk or hear. The employee is occasionally required to stand and walk. Employee must on occasion lift/move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

Min & Max Starting Salary: \$123,289 – 172,627