

# JOB DESCRIPTION

**Job Title** Assistant Superintendent Elementary  
**Reports to** Chief of Schools  
**Dept/School** School Leadership Division

**Job Title Code** 106301  
**Wage/Hour Status** Exempt  
**Pay Grade** 110  
**Date Revised** May 23, 2023

## Primary Purpose

Provide instructional leadership to principals through coaching and support for student achievement and development of high academic standards. Responsible for ensuring principals maximize their capacity to improve teaching and learning by providing coaching and training as well as through directing District resources.

## Education/Certification

- Master's Degree
- Mid-Management Certification and/or Supervision Certification Texas Teacher Evaluation Support System Certification (T-TESS)
- Texas Principal Evaluation Support System Certification (T-PESS)
- AEL or ILD Certificate
- Valid Texas Principal or Superintendent Certificate

## Special Knowledge/Skills

- High level leadership ability with strong instructional foundation
- Thorough knowledge of the Texas Education Code
- Thorough knowledge and understanding of federal, state, and local accountability measures, state and local assessments, and Every Student Succeeds Act (ESSA) requirement
- Thorough understanding of curriculum, instruction, and other student related services
- Ability to use computer technology in administrative and educational settings
- Excellent organizational, problem solving, and consensus-building skills
- Excellent oral and written communication skills
- Effective human relations skills
- Thorough knowledge of school budgeting, particularly site-based budgeting
- Knowledge of data driven accountability performance models as they apply to school improvement.
- Thorough knowledge of the various class scheduling options with ability to describe pros and cons to each option
- Ability to delegate responsibilities effectively
- Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate

## Experience

- Eight (8) years campus and/or central office administrative experience
- Successful experience in leading a school's academic system

## Major Responsibilities and Duties

1. Coordinate with the Chief Academic Officer to administer the District's Instructional Program so that District and campus goals can be achieved.
2. Recognize and reinforce excellence in campus performance using various academic indicators.
3. Develop and coordinate a comprehensive evaluation system designed to determine the effectiveness of the instructional programs at individual campuses.
4. Assist campuses with the improvement of instruction in areas identified by the formal performance indicators.
5. Provide oversight and participate in staffing schools effectively and efficiently.

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6. Foster a culture of innovation, collegiality, and ethical leadership by establishing a positive climate that values shared decision-making.
7. Advise the superintendent on the selection, placement, assignment, performance, and contractual status of campus administrators.
8. Responsible for developing, supporting, evaluating, and retaining high quality school leaders assigned to their respective division.
9. Interact positively and collaboratively with other District leadership members to ensure standards of excellence throughout the district.
10. Provide leadership that assures quality implementation of District instructional programs, to include curriculum development and implementation based on best practices.
11. Stay current on instructional administration techniques and programs throughout the state and nation, incorporating findings into the local organization where appropriate.
12. Assume accountability for the implementation of the District's Academic Programs; holds principals responsible for performance of schools.
13. Confer with the Chief of Schools and Chief Academic Officer on matters of concern and recommend solutions to complex problems related to the District's Instructional Programs.
14. Guide the district professional development training for administrators.
15. Lead departments and schools in continuous, overall student improvement, performance and outcomes through development, implementation, and monitoring of District-wide strategic plans, policies, and programs/initiatives that support the District's Mission.
16. Produce statistics and metrics that monitor the assigned area of school's success in fulfilling their mission and objectives.
17. Oversee the principals' development, implementation, and monitoring of long-range instructional goals to improve outcomes as measured by state and national standards.

## **Student Management**

18. Ensure student management programs and procedures are effective in promoting acceptable student conduct and social growth.
19. Ensure systems and procedures are in place to provide for campus safety.
20. Assist campuses with the compliance of the Student Code of Conduct Manual.
21. Work closely with campus principals throughout the appeals process for discipline and parent complaint/grievance.

## **Policy, Reports and Law**

22. Coordinate with the Chief Academic Officer to revise school policies relating to the District's Instructional Program.
23. Participate in regular dialogue with assigned staff and District leadership in development and support of District-wide policies, practices, and procedures.
24. Ensure assigned staff understand, communicate, and implement Board policies and guidelines inherent in those policies.

## **Budget and Inventory**

25. Oversee preparation and administration of department budgets.
26. Coordinate the development and administration of the campus budget and ensure that the campus spending plans are based on established priorities.
27. Develop systems and procedures to monitor receipt and expenditure of funds; ensures funds are expended appropriately and within federal, state, and local guidelines at assigned campuses.
28. Participate with other District leadership members in District budget development processes.

## **Personnel Management**

29. Ensure staff is evaluated as specified in Board Policy.
30. Provide leadership to assigned personnel to ensure departments deliver educational services efficiently and effectively.

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31. Assist staff with issues, problems, and concerns raised by District stakeholders.
32. Establish an environment that empowers staff to execute responsibilities as instructional leaders.
33. Encourage innovation among staff in pursuit of improved academic achievement.
34. Lead others in resolution of highly sensitive and confidential academic issues.
35. Promote organizational climate that fosters positive staff morale, openness, and collaboration.

## Communication and Community Relations

36. Provide optimal customer service to all students, employees, parents, community members and any other stakeholders of the district
37. Foster positive relationships with other departments/divisions to facilitate achievement of the District's Mission.
38. Demonstrate a high level of professional and personal integrity, a collaborative leadership style, and high ethical standards.
39. Communicate with the Board in accordance with guidelines established by the Superintendent.
40. Serve as a liaison to governmental agencies, business and civic organizations, and the community to provide information about District academic programs and initiatives as assigned by the Superintendent.
41. Serve as a representative of the district as requested by the Superintendent.
42. Attend meetings of the Board of Trustees and prepare reports as requested.

## Professional Growth

43. Promote professional growth among staff.
44. Develop personal and professional growth plans to enhance performance of assigned duties and responsibilities.
45. Keep abreast of current research results, trends, and developments in public education.

## Supervisory Responsibilities

Supervise assigned personnel

## Tools

Standard office equipment including personal computer and peripherals

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Frequent districtwide travel; occasional statewide travel, occasional outside work with exposure to extreme hot and cold temperatures. Work is non-standardized and widely varied, involving complex and significant variables. Significant time spent planning, evaluating, addressing, and negotiating issues.

## Terms of Employment

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_



EL PASO  
INDEPENDENT  
SCHOOL DISTRICT

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Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.