

## **Killeen Independent School District Job Description**

**Job Title:** Assistant Superintendent  
**FLSA Status:** Exempt

### **SUMMARY**

Oversees the full operation of campus leadership. Assists with the development of policies for the district by performing assigned duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Provides comprehensive oversight and leadership to campus leadership.

Oversees the operations and activities to ensure campuses function in accordance with state and district policies, administrative guidelines, and sound practices.

Oversees and provides leadership for the overall PK-12 instructional program of the district and is responsible for the effective and efficient operation of the schools, including scheduling, and building utilization.

Monitors the results of student assessment to articulate and interpret educational goals and objectives for the district, administration department, and PK-12 schools; systematically monitors school improvement and develops long and short-range plans that will effectively reach district goals.

Oversees and provides leadership over campus plan development ensuring compliance with TEA and federal guidelines.

Ensures administration is aware of developments and changes in state, federal, and local laws affecting education; ensures district implementation and compliance of policies established by federal and state law and State Board of Education rules.

Monitors activities of campuses, maintains a high degree of contact with campus staff, and coordinates services to campuses.

Ensures that curriculum implementation and management at the campus level includes long and short-range planning and is responsive to national, state, and local initiatives.

Initiates, implements, monitors, and evaluates strategies which improve school effectiveness.

Promotes and facilitates a culture of high academic achievement across all campuses.

Initiates, implements, monitors, and evaluates strategies which improve the educational experience for military family members.

Initiates, implements, monitors, and evaluates strategies aimed at ensuring the district is responsive to the community and parents.

Initiates, implements, monitors, and evaluates strategies aimed at ensuring student transitions between and across campuses is seamless and student centered.

Writes and delivers presentations to Board of Trustees or Superintendent regarding policies and practices associated with campus leadership.

Develops and interprets board policies, procedures, and guidelines.

Conducts periodic meetings with district personnel to plan, discuss, resolve issues, and to communicate information.

Attends board meetings, workshops, and retreats.

Maintains a high degree of visibility within the community and school district.

Supports the Superintendent in all areas of administrative decision-making and works toward achieving those decisions.

Assists the Superintendent in the daily operation of the school district.

Provides training and coordinates Board presentations.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Manages campus leadership. Is responsible for the overall direction, coordination, and evaluation of these departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Master's degree in Education or Business Administration or equivalent, required. Doctorate degree preferred. Building level principal experience, required. Prior central office experience in a supervisory role, preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Principal certificate required. Superintendent certificate preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Board of Trustees, administrators, employees, students and public groups.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**OTHER QUALIFICATIONS:**

Residency in Killeen Independent School District required. Must be able to occasionally travel.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** September 6, 2019

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