

# Lees Summit R-7 School District

## Assistant Superintendent of Equity and Student Services (462)

### JOB POSTING

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#### **Job Details**

<i>Posting ID</i>	<b>462</b>
<i>Title</i>	<b>Assistant Superintendent of Equity and Student Services</b>
<i>Description</i>	2021-2022 School Year 244 days/year 8 hours/day

#### **Purpose Statement**

The job of Assistant Superintendent of Equity and Student Services was established for the purpose/s of guiding the overall delivery of the Equity programming, Student Services, the District's English Language Learners program; providing leadership in establishing new and improving existing programs; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; responsible for overseeing the district's health services: including nurses, LPNs, and health clerks; works as a team member to develop intervention strategies, and serving as a member of the leadership team. This is an upper-level management position with responsibilities for all district Equity and Student Services programs and personnel.

This job reports to the Associate Superintendent of Academic Services.

#### **Essential Functions**

- Collaborates with a wide variety of internal and external groups (e.g. Health Services, ELL and other building administration and staff, community organizations, business partners, contractors, ) for the purpose of implementing program components, creating the long and short-range district and meeting organizational objectives.
- Compiles data and provides leadership from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components (e.g., Federal Title Programs, JAG, etc.)
- Provides leadership and support to building leadership in regards to discipline procedures and outcomes for the purpose of delivering services that conform to regulatory requirements and established guidelines.
- Coordinates a wide variety of program components (e.g., multi-tiered system of support (academic and behavioral), diversity team, ELL, health services, sex offender compliance and communication, online registration, residency, etc.) for the purpose of delivering services which conform to regulatory requirements and established guidelines.
- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, ) for the purpose of implementing and maintaining services and/or programs.
- Facilitates meetings that frequently involve a range of issues (e.g. personnel and financial procedures, regulatory requirements, requests from outside agencies, interdepartmental needs, ) for the purpose of communicating information, developing recommendations, guiding and supporting other staff, and serving as District representative.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. professional growth, goals attainment, problem resolution, personnel and staffing, safety, ) for the

purpose of conveying and/or gathering information required to perform functions.

- Performs a variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, ) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, board reports, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provides leadership in establishing new programs and/or projects for the purpose of improving student learning.
- Recommends solutions to a wide variety of complex issues for the purpose of addressing the curriculum, instruction and education needs of the district.
- Researches a wide variety of topics related to curriculum and instructions (e.g. policies, best practices, trends, legislation, ) for the purpose of ensuring compliance with established requirements, securing general information for planning, taking action, and/or responding to requests.
- Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues and recommending or implementing action plans.
- Responsible for supporting the needs of the homeless student population; ensuring the delivery of mandated services to facilitate the student's attendance and access to an appropriate education; assess homeless students and families.
- Serves as a steward of Professional Learning Communities for the purpose of supporting and implementing the District's goals.
- Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; organizational skills; leadership; and training, developing and supervising staff.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current trends and best practices within the curriculum, instruction and assessment; concepts of professional growth; education code; federal and state grants management; pertinent codes, policies, regulations and/or laws; and accounting/bookkeeping principles.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using the equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes, and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes, and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem-solving with data requires an analysis based on organizational objectives, and problem-solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: effective communication; adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. The utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

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**Experience Job-related experience within a specialized field with increasing levels of responsibility is required.**

**Education Specialist degree in job-related area. Doctorate preferred.**

**Equivalency None Specified**

**Required Testing None Specified**

**Continuing Educ. / Training None Specified**

**Certificates & Licenses:**

**Missouri Administrative Certificate**

**Valid Driver's License & Evidence of Insurability**

**Clearances**

**Criminal Justice Fingerprint/Background Clearance**

**FLSA Status Exempt**

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$130,868.00</b>
<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>Administration</b>
<i>External Job Application</i>	<b>Admin - NEW</b>	<i>Internal Job Application</i>	<b>Admin - NEW</b>
<i>Location</i>	<b>STANSBERRY LEADERSHIP CENTER</b>	<i>Posting Status</i>	<b>Active</b>

*Minimum Qualifications Screening*

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>01/22/2021</b>	<i>General Start Date</i>	<b>01/22/2021</b>
<i>Internal End Date</i>		<i>General End Date</i>	

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

<i>Automatically Send Reference Check</i>	<b>No</b>	<i>Reference Check Form</i>
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