

## **Hobbs Municipal Schools Job Description**

**Position:** Assistant Superintendent for Secondary Instruction

**Supervisor:** Superintendent

**General Job Description:** To perform the duties as delegated by the Superintendent. Be responsible for coordinating the elementary instructional programs for the district in cooperation with all coordinators, directors, principals, teacher, and educational assistants. Share in the development, application, and interpretation of school and administrative policies.

**Qualifications:**

1. A master's degree.
2. A valid New Mexico administrative license.
3. Five years of experience in public school administration and supervision and/or teaching.
4. Ability to pass employment verification.

**Essential Duties and Responsibilities:**

1. Demonstrate foresight, examines issues and takes initiatives to improve the quality of education in the community.
2. Embrace and encourages the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Coordinate a K-12 standards based curriculum in cooperation with the Assistant Superintendent for Elementary Instruction, principals and staff.
11. Organize and supervise an articulated student assessment plan in cooperation with principals and staff.
12. Coordinate the instructional material adoption process and administer the instructional materials budget.
13. Supervise the secondary guidance program in cooperation with the secondary counselors and principals.
14. Supervise the Special Education program in cooperation with the Director of Special Education.
15. Supervise the EPSS/Priority Schools process, including required data reporting in cooperation with building principals.
16. Develop and coordinate the 7-12 District remediation plan in cooperation with principals and staff.
17. Assist in planning school zones and according to the needs of the district.
18. Develop, coordinate, and supervise advisory committees as needed to improve the instructional program (ie Department Heads, PLC Teams).
19. Conduct program needs assessment in cooperation with district staff.
20. Develop and implement a 7-12 district technology plan in cooperation with the District Technology Coordinator and other district staff.
21. Comply with all School Board policies and administrative regulations.
22. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
23. Attend all school board meetings and report all matters related to Secondary Instruction.
24. Complete other tasks as deemed appropriate by the superintendent.

**Additional Duties and Responsibilities:**

1. Serve as the immediate supervisor to Secondary Principals and Directors as assigned.
2. Coordinate the academic activity program in cooperation with district staff.
3. Approve requests for the distribution of print media in the secondary schools.
4. Coordinate Homebound services in cooperation with the Director of Special Education and district staff.
5. Monitor homeschool procedures.

6. Monitor the Compulsory Attendance Law.
7. Monitor GED procedures and approve GED requests.
8. Issue student work permits.
9. Approve long term hearings.
10. Coordinate and prepare the District Accountability Report in cooperation with the Assistant Superintendent of Secondary Instruction and district staff.
11. Coordinate the completion, submission, and progress of Parent & Community Involvement Plans in cooperation with Principals.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. Must make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

**Safety and Health Requirements:**

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.