

**MUSTANG PUBLIC SCHOOLS**  
**MUSTANG, OKLAHOMA**

<b>TITLE:</b>	Assistant Superintendent of Secondary Schools
<b>QUALIFICATIONS:</b>	Administrative Certification through Oklahoma State Department of Education
<b>REPORTS TO:</b>	Superintendent of Schools

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and evaluates the Executive Director of Student Services, Executive Director of Technology, STEM coordinator, testing coordinator, instructional technology coordinator, and secondary principals.
2. Oversees 7th grade through 12th grade, educational technology, gifted and talented education, Title IX, district and site professional development, and the district calendar committee.
3. Provide educational leadership, mentorship, administrative direction and supervision to secondary principals.
4. Monitor the implementation of state and federal mandates.
5. Collaborate with building and district administrators to assess program effectiveness and develop appropriate improvement objectives.
6. Assist in the development, implementation and evaluation of school improvement plans.
7. Facilitate data analysis.
8. Coordinate with secondary principals on the annual revision of grades 7-12 handbooks.
9. Develop, organize and facilitate all head principal and assistant principal meetings.
10. Visit secondary schools including classroom visitation on a regularly scheduled basis.
11. Attend secondary events on a regular basis.
12. Facilitator between parents/patrons and principals when a resolution is not agreed upon at the building level.
13. Serve as the hearing officer for all suspension appeals at the secondary level.
14. Maintains confidentiality.
15. Abides by all district policies and state and federal laws.
16. Oversee and provide guidance for the implementation and reporting concerning ACE.
17. Assumes authority, accountability for the academic performance of the District and academic support services.
18. Responsible for strategic direction for the District's curriculum, instruction, assessment and all school academic improvement initiatives for grades PK-12.
19. Provides reports and updates to the Superintendent using data on academic progress of sites.
20. Advises the Superintendent on recommendations for reassignment, suspension or dismissal of employee's.
21. Implements professional development programs with focus on curriculum and instruction.
22. Collaboratively sets priorities and establishes specific achievement goals for subject areas, sites and district.
23. Monitors implementation of expected strategies and analyzes data to evaluate growth toward the established student achievement goals.
24. Serves as a mediator between building administration, staff, parents and students.
25. Assists in evaluating site administrators in the implementation of District curriculum standards.
26. Collaborates with the Executive Director of Technology to determine the appropriateness of technology purchases and to evaluate the effectiveness of implementation.
27. Supervises the implementation of the summer school program.
28. Assists with district accreditation reports and other OSDE district reports.
29. Assists the Assistant Superintendent and Superintendent in the review of policies and procedures to determine revisions, additions and deletions.

30. Works with directors, administrators and teachers in implementing and evaluating instructional programs.
31. Leads the District's efforts to reduce the dropout rate and increase the graduation rate.
32. Coordinates the district textbook budget and submits all textbook orders.
33. Assists the district long range planning committee.
34. Coordinates new teacher mentoring program and new teacher induction program for the district.
35. Coordinates the District Professional Development Committee and Teacher of the Year.
36. Assists the Assistant Superintendent and Director of School Safety and Security with safe school, security reports and crisis management implementation.
37. Facilitates the implementation of Board accepted policies and procedures.
38. Attends board meetings and prepares reports upon request.
39. Performs other duties as assigned by the Superintendent of Schools.

**TERMS OF EMPLOYMENT:**

Number of days and compensation based on Board approved administrative salary schedule and employee work calendars. Must have Superintendent Certification or actively pursuing certification six months from hire date.

**EVALUATION:**

Job performance will be evaluated annually by the Deputy Superintendent of Schools.

Adopted: 02-01  
Revised: 03-08-04  
Revised: 10-09-06  
Revised: 12-08-08  
Revised: 08-24-10  
Revised: 12-8-14  
Revised: 06-27-19