



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Assistant Superintendent for Instruction
Reports To: Superintendent
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 02/2011
Last Revised Date: 02/2011

Summary: The Assistant Superintendent for Instruction develops, directs, coordinates and manages instructional programs and services.

Essential Duties and Responsibilities:

- Provide leadership and direction in the development of countywide policies and procedures designed to increase the effectiveness of the instructional delivery system
- Supervise the design, implementation and continuous evaluation of instructional programs.
- Ensure compliance with all related federal and state laws, rules and regulations through monitoring and compliance activities. Interpret federal and state laws, rules and regulations to staff and constituent districts
- Utilize data driven methodologies for gathering, analyzing, executing and presenting best practice when making instructional decisions
- Develop, manage and monitor budgets for instructional programs and services budgets.
- Engage in and provide leadership in fund-development activities which enable sustainability of programs.
- Direct the identification and preparation of federal and state grant applications including managing the preparation of reports for federal, state and local agencies
- Provide leadership and input to local, state and national groups on issues related to instructional programs and services
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Master's Degree in instruction/educational leadership or a related degree. Demonstrated strong academic teaching experience. Five years' experience as a local or intermediate district administrator. Demonstrated skill in fiscal management and policy & program development.

Certificates, License, Registration:

Full approval as an administrator in the State of Michigan

Other Skills & Abilities:

Effectively present information in front of groups and engage the audience
Communicate effectively through speaking, listening, and writing
Work in a team-oriented fashion as well as independently
Keep Superintendent abreast of division activity
Develop strategies to achieve program goals
Complete hours of work as workload necessitates
Ability to efficiently use computer and applicable software
Use problem solving skills and sound judgment in the dispatch of duties
Ability to read, analyze and interpret data
Facilitate groups in the use of data for decision making
Write reports, correspondence clearly and concisely
Maintain confidentiality
Adapt to frequent changes in the work environment
Use equipment and materials properly
Practice safe work habits

Supervisory Responsibilities:

Manages three directors who oversee multiple employees within the Education for Arts, Education for Employment and Michigan Works!/Youth Opportunities Unlimited programs. Responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises employees within the Instructional Center. 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; addressing complaints and resolving problems.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.