



North Slope Borough School District

Assistant Superintendent

Location/Site: Central Office, Utqiagvik

This position may be required to complete a pre-employment physical examination and drug screening.

Job Description Information

Position:	Assistant Superintendent		
Reports to:	Superintendent	Supervisory:	Yes
Classification:	Certified Staff	Safety Sensitive:	No
Work Year:	260 days	FLSAExempt:	Yes

Revised 11/19

Summary or Purpose

The Assistant Superintendent develops, directs, and evaluates all curriculum and instruction aspects of the district's PK-12 academic programs. Major responsibilities include leading the effective and efficient operation of Inupiaq Education, Curriculum and Instruction, Student Services, Career Technical Education, Grants and Federal Programs, Assessment & Accountability, and Human Resources. Support activities helping to direct the development and implementation of the District's annual budget; serving as a resource to school personnel and other departments; maintaining staffing to ensure program objectives and services are achieved within budget; and providing support to the Superintendent, Board and district administration as needed and/or assigned. Additional responsibilities include supervising and evaluating district-level directors and school administrators.

Position Requirements

- Master's degree in an education, or related field.
- State of Alaska Type B certification required; superintendent endorsement preferred.
- Willing and able to evaluate site principals and teachers as needed.
- Leader in curriculum development and implementation.
- Advance culturally responsive education and knowledge of Alaska Native Peoples (emphasis on Iñupiaq history and culture).
- Able to help develop and implement state and federal grants and programs.
- Possess collaborative leadership skills.

**THE NORTH SLOPE BOROUGH SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
AND
A DRUG FREE WORKPLACE.**

- Familiar with special education law and best practices.
- Highly skilled in multiple forms of communication.
- Able to develop and manage departmental budgets.
- Uphold the highest integrity and principles.
- Valid Alaska Driver's License required

NSBSD JOB DESCRIPTION ASSISTANT SUPERINTENDENT

PAGE 2

Essential Duties and Responsibilities

Oversee all aspects of PreK-12 curriculum development and improvement of instruction in collaboration with district administrators and building principals.

Coordinate the development and implementation of district and building level school improvement plans.

Supervise and evaluate the district's instructional program.

Work collaboratively with district leadership and building principals to plan and provide professional development.

Communicate district's vision for instructional goals to the community and the School Board.

Utilize data to guide decisions to increase student success and improve professional practice across the district.

Work with principals and technology department to develop and implement a plan for ongoing training for the integration of technology into instruction.

Remain current on evidence-based instructional practices and provide a progressive vision for education within the district.

Provide guidance and expertise on curriculum, instruction, studentsServices, and creating culturally driven content.

Hear and act on district level complaints.

Facilitates meetings that involve a wide range of issues (e.g. financial procedures, regulatory requirements, facilities conflicts, community involvement, interdepartmental needs and outside agencies) for the purpose of identifying appropriate actions, developing recommendations and serving as the district representative.

Oversee professional development and in-service activities designed to familiarize staff with the District's standards in curriculum, instruction and social emotional initiatives.

Oversee professional development and in-service activities designed to familiarize staff with Inupiaq history, language, and culture and facilitate a process for integrating such into mainstream curriculum.

**THE NORTH SLOPE BOROUGH SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER
AND
A DRUG FREE WORKPLACE.**

Work cooperatively with other agencies, such as, the Inupiat History, Language and Culture Commission, Ilisliqvik College, Arctic Slope Regional Corporation and the North Slope Borough in the interest of achieving the Board of Education's vision and goals.

Willing and able to travel to the District schools and communities, and travel to state and national meetings as appropriate.

Adhere to all policies and regulations.

Perform such other tasks, and assume other responsibilities, as the supervisor may assign.

NSBSD JOB DESCRIPTION

PAGE 3

ASSISTANT SUPERINTENDENT

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to travel within and outside of the North Slope Borough School District. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually quiet.

This job description is not an employment agreement between the North Slope Borough School District and the employee; and is subject to change by the District as the needs of the District and requirements of the job change.