

## **Gratiot-Isabella RESD Position Description**

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<b>Position Title:</b>	Assistant Superintendent, Instruction
<b>Department:</b>	Instruction
<b>Reports To:</b>	Superintendent
<b>Date:</b>	11-29-06

**SUMMARY:** Develops and supervises day-to-day operations of general education programs and services for Gratiot-Isabella RESD. Plans, develops and implements functions related to curriculum, instruction, assessment, professional development and school improvement. Provides supervision of Winding Brook Conference Centre and REMC 5 (Regional Educational Media Center).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Supervises General Education staff including Language Arts, Math, Science, Social Studies, Health, Instructional Technology, special project consultants and support staff.
- Supervises and directs REMC 5 (Regional Educational Media Center).
- Supervises Winding Brook Conference Centre.
- Oversees the development and implementation of instructional programs.
- Provides leadership in planning and implementing professional development including special programs for new courses, funding, staffing requirements, and evaluation.
- Coordinates/monitors school improvement process with K-12 districts.
- Serves as primary contact for No Child Left Behind and Education Yes.
- Editor for GIRESD newsletter, Annual Report, Strategic Plan; coordinates General Education publications, flyers and promotional materials.
- Develops instruction budgets.
- Prepares reports, recommendations, and informational items as may be required for consideration by the Board of Education.
- Applies for, writes and manages grants.
- Participates in GIRESD strategic planning.

**SUPERVISORY RESPONSIBILITIES:** Supervises 6 instructional consultants, 1 graphic designer, 3 support staff, special project staff and 1 custodian. Also works with REMC 5 staff and MMNET Technical staff to plan and coordinate programs and services. 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.

*Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Master's Degree or above in educational administration, supervision or related field plus 5 years classroom experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Central Office Administrative Certification and a valid teaching certificate.

**LANGUAGE SKILLS:** Ability to effectively present information to administrators, public groups/community, and board of education.  
Ability to read, analyze, and interpret educational journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from constituents. Ability to write grant applications, speeches and articles for publication that conform to prescribed style and format.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current educational research and theory as it applies to K-12 education. Ability to establish and maintain effective working relationships with colleagues, local district staff, students and community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: 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 frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

*WORK ENVIRONMENT: 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.*

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Annual Salary = \$106,121.00

Expense Account = \$0.00

Reimbursed Expenses = \$0.00

Supplemental Compensation = \$452.00