

GREAT PLAINS

Technology Center

Job title	Assistant Superintendent
Reports to	Deputy Superintendent

Job purpose

This Assistant Superintendent serves as the campus administrator for the Tillman/Kiowa Campus. This position provides direct assistance to the Superintendent by developing leadership, achieving and maintaining exemplary educational programs and services, and by promoting economic development in southwest Oklahoma.

Duties and responsibilities

- Approve leave, develop and monitor budget(s), recruit, interview and present faculty and staff employment recommendations to the Superintendent
- Provide Discipline of adult and secondary students
- Supervise maintenance of student records
- Supervise adult and secondary student “On-The-Job Training”
- Coordinate career and technology student organizations
- Supervise scheduling of all buses – secondary, adult and special activities
- Coordinate field trips for secondary programs
- Coordinate student follow-up studies
- Serve as an Instructional Leader and as a member of the Instructional Leader Team by supervising and evaluating designated career majors
- Assist in conducting secondary program planning (short and long range)
- Maintain contacts with sending school administrators and counselors
- Coordinate and monitor advisory committee activities
- Advise Superintendent on matters related to adult and secondary education
- Assist Deputy Superintendent in matters related to administrative, operational and instructional services
- Prepare reports requested by Superintendent
- Plan and conduct faculty meetings
- Supervise and approve live projects
- Provide oversight of instructor certification and licensing renewal as needed to maintain appropriate credentials for teaching
- Work with Campus Director/Principal to revise and implement the Emergency Management Plan
- Provide oversight of the State Department of Education Accreditation
- Perform other duties as assigned by the Superintendent

Qualifications

- Hold valid Masters in Education Degree
- Hold valid Oklahoma Superintendent's certification
- Have or be able to obtain Oklahoma Department of Career Tech Administrator credential
- Possess knowledge of school personnel and administrative support practices
- Possess communication skills and ability to communicate at all levels
- Have demonstrated ability to conceptualize, implement, monitor, and evaluate all services
- Have ability to establish and maintain effective working relationships with both internal and external partners
- Possess intermediate computer skills

Working conditions

The Assistant Superintendent typically works in an office environment but the mission of the school may require work in other workplaces. A standard workweek is required, but additionally may often require evening and weekend hours to accommodate activities such as Board meetings and representation of Great Plains at public events.

Direct reports

- All Tillman/Kiowa Staff

Approved by:	<i>Karen Bailey</i>
Date approved:	<i>1/12/18</i>
Reviewed:	<i>Karen Bailey</i>