



## Professional Vacancy Richardson ISD

**POSITION:** DEPUTY SUPERINTENDENT - INSTRUCTION

**REPORTS TO:** SUPERINTENDENT

**CONTRACT PERIOD:** 226 DAYS - 12 MONTHS

**POSITION CONTROL #873|001|Q|100**

**SALARY:** NEGOTIABLE

**PRIMARY PURPOSE:** Assist the Superintendent in providing leadership to address the District's Vision, Mission, and Goals. Supervise and facilitate overall programming in areas such as K-12 curriculum, instruction, operations and leadership, accountability and continuous improvement, human resources, professional development, technology, special education and related special student services, ESL/Bilingual education, fine arts, and athletics.

**QUALIFICATIONS:** Education/Certifications/Experience:

- Minimum of a masters degree in education; doctorate in educational administration preferred.
- Valid Texas administrator certificate; superintendent certificate preferred.
- At least five years of leadership experience in school administration preferred.
- Successful experience as a district-level leader.

Special Abilities/Knowledge/Skills:

- Ability to effectively articulate the District's Vision, Mission, and Goals.
- Ability to interpret policy, guidelines, procedures, and data.
- Ability to communicate effectively and build strong interpersonal relationships with a wide variety of audiences.
- Ability to act with integrity and responsibility.
- Ability to exercise discretion, good judgment, and appropriate confidentiality in areas covered and not covered by Board policy.
- Ability to analyze complex problems and develop solutions.
- Ability to work as a leader and member of a senior leadership team.
- Ability to plan effectively, organize, implement, and evaluate.
- Ability to effectively manage fiscal and human resources.
- Knowledge of current educational philosophy, research, and practice.
- Skill in selecting, assigning, and supervising central office and campus administrators.
- Skill in collaborative and collegial decision making.
- Skill in mediation and facilitation.
- Skill in leading efforts to design, implement, measure and improve educational programs and services.

**GENERAL**

**RESPONSIBILITIES:**

**Instructional Management**

- Be informed about all aspects of the instructional program and ensure that there is a continuous focus on improving student academic performance.
- Assume responsibility for an instructional program that successfully addresses the needs of all special student populations (e.g. gifted and talented, limited English proficient, special education, etc.)
- Develop, evaluate, and revise the District Improvement Plan annually with the assistance of the District Planning Committee.
- Facilitate strategic planning and manage initiatives related to the District Improvement Plan.
- Prepare reports evaluating the effectiveness of school programs.
- Evaluate and Revise the Instructional Operating Guide to manage instructional operations in the District.

**School or Organization Improvement**

- Devise and implement a variety of vehicles and strategies for effective, ongoing internal communication with departments and employee groups.
- Demonstrate skill in anticipating, managing, and resolving conflict.
- Provide an extensive, balanced, wholesome program of co-curricular and extra-curricular activities and support steps to maximize student participation.
- Conduct periodic evaluations of all programs and operations to determine improvements needed to reach goals of district and campus improvement plans.
- Direct the day-to-day operations of K-12 curriculum and instruction and other support areas.

#### **Personnel and Student Management**

- Exercise general supervision, in collaboration with human resources, general counsel, and supervisors, over all schools and central level staff.
- Oversee initiatives to broaden staff diversity and to maximize retention rates for valued employees.
- Maintain authority over all district employees and over programs for which they are responsible.
- Ensure the implementation of an equitable and effective system of student discipline management.
- Represents the district as the Title IX Coordinator in personnel and student matters.
- Serves as the district's hearing officer in complaints and formal grievances related to student and personnel matters.

#### **Management of Fiscal and Administrative Functions**

- Be informed of developments in state, federal, and local laws and changes in public policy affecting education.
- Accurately prepare and submit in a timely manner all reports or documents required by the Board of Trustees, the Texas Education Agency, and other federal and state agencies and any records subpoenaed by a court of law such as attendance, class size exemption, and weather waivers.
- Ensure compliance with all applicable state and federal requirements.
- Prepare annual budget recommendations for all areas of supervision.
- Prepare bond recommendations in related areas of supervision and oversee the authorized and efficient expenditure of bond monies.
- Prepare school calendar through collaboration and a manner that considers stakeholder input.
- Ensure the effective and efficient use of fiscal resources in all areas of supervision.

#### **School or Community Relations**

- Represent the District as the Superintendent Designee in activities involving other school systems, institutions, agencies, and professional or community groups such as commissions, councils, and committees as assigned.

#### **Professional Growth**

- Engage in professional development and model lifelong learning by participating in continuing education, independent reading, attending conferences, and involvement with related agencies or organizations.
- Respond positively and affirmatively to Superintendent suggestions for personal growth or district improvement.

#### **Other**

- Assist with preparation of board agendas and meeting materials in cooperation with the Superintendent.
- Provide leadership assistance to the Superintendent as appropriate.
- Keep the Superintendent properly informed regarding information essential to the effective management of the school system.
- Collaborate with the in-house attorney or external counsel as appropriate in legal matters and matters related to litigation or potential litigation.
- Assist the Superintendent with personal and other annual evaluations including the collection of performance artifacts.
- Attend all regular and special meetings of the Board of Trustees.
- Maintain high visibility and involvement among campus-based staff and with parents, community-based groups, and elected policy makers.
- Other duties as assigned by the Superintendent.

#### **APPLICATION PROCEDURE:**

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx> The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references. Applicants will be contacted if an interview is needed.

#### **DEADLINE FOR APPLICATION: UNTIL FILLED**

APPROVED: \_\_\_\_\_

Dr. Fernando Medina,  
Assistant Superintendent of Human Resources

DATE: \_\_\_\_\_

5/12/15

#### **EQUAL OPPORTUNITY EMPLOYER**

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.