

LITCHFIELD ELEMENTARY SCHOOL DISTRICT #79

272 E SAGEBRUSH ST
LITCHFIELD PARK, ARIZONA 85340

Website: www.lesd.k12.az.us

JOB DESCRIPTION

Job Title: Assistant Superintendent of Programs and Instruction

Original Date: March 2018

Revised Date: March 2025

Reports to: Superintendent

Department: Educational Services

Supervises:

Director of Teaching and Learning, Director of Special Education, Director of ELD, Director of Educational Technology, Director of Federal Programs and other departments as assigned by the Superintendent.

Basic Function and Scope of Responsibilities:

The Executive Director of Programs and Instruction provides leadership and oversight in the areas of instructional strategies and assessment, curriculum development, professional development, special education, grant development, program evaluation and improvement, supervision and evaluation, educational technology, and English development programming..

Essential Functions:

- Acts ethically and professionally in personal conduct, relationships with others, decision-making, stewardship of the school's resources, and all aspects of school district leadership.
- Adheres to the general provisions in accordance with Arizona Revised Statutes, federal and state laws.
- Advocates for the district and places the well-being of students at the center of decision making.
- Attends Governing Board meetings and prepares reports for the Superintendent and Governing Board; presents reports as needed.
- Conducts ongoing needs assessments, collects and analyzes data, uses pertinent data to refine and improve operational functions and services; evaluates program initiatives in areas supervised.
- Develops and conducts trainings on matters related to the areas assigned.
- Oversees department operations and resources to promote program efficiency and effectiveness.
- Monitors compliance with Governing Board policies and regulations, recommends district policies related to the areas of responsibility, and works with legal counsel to develop required policy changes.
- Oversees recruitment, hiring and management of staff including professional development, training, monitoring, evaluation, and discipline.
- Prepares a wide variety of reports, documents and other written materials (e.g., state mandated reports, procedures, memos, letters, etc.) for the purpose of documenting activities, providing clear and cohesive management information, providing written reference and/or conveying information used for management decisions.
- Provides opportunities for collaborative examination of practice, collegial feedback, and collective learning.
- Provides administrative guidance and support to assigned staff in matters involving personnel.

- Provides administrative support in resolving parental concerns.
- Responds to inquiries from staff, public, etc. for the purpose of providing information and/or direction for resolution.
- Reviews federal and state legislation/regulations related to areas of responsibility.
- Performs other duties as may be assigned.

Reasonable accommodations may be made to individuals with disabilities.

***EDUCATION REQUIREMENTS:** (R) if required or (P) if preferred

- Master's in Education related field (R)

***EXPERIENCE, AREA(S) OF STUDY, AND/OR LICENSURE(S):** (R) if required or (P) if preferred

- Three or more years educational leadership experience (R)
- Three or more years of educational leadership experience in a K-8 environment (P)
- Three or more years teaching experience (R)
- Experience in curriculum leadership (P)
- Experience in special education leadership (P)
- Arizona Administrative Certificate (R)
- Valid Fingerprint Clearance Card (R)

***KNOWLEDGE, SKILLS AND ABILITIES:** (R) if required or (P) if preferred

Ability to communicate the organization's mission, vision, goals and objectives to staff and others (R)

- Ability to effectively supervise and lead staff (R)
- Ability to model high standards of honesty, integrity, trust and ethical behavior (R)
- Ability to prepare clear, concise and accurate reports, correspondence, and other job related documents for various audiences (R)
- Knowledge of applicable federal, state, and local laws, codes, rules, regulations, statutes, policies and procedures (R)
- Knowledge of current issues and practices pertinent to assigned areas (R)
- Knowledge and experience in development and execution of educational programs (R)
- Knowledge of management principles, practices, and techniques (R)
- Knowledge and skills in analyzing organizational needs and determining effective management solutions, policy development, and program management (R)
- Demonstrated ability to work effectively in a team setting (R)
- Outstanding written and oral communication skills (R)
- Outstanding interpersonal skills (R)
- Skill in customer service and public relations (R)
- Skill in operating a personal computer utilizing a variety of software applications (R)
- Skill in leadership, training and decision making (R)
- Skill to work effectively under pressure (R)

*Such alternatives to the above as the Board may find appropriate and acceptable.

PHYSICAL ACTIVITIES AND VISUAL ACUITY:

The usual and customary methods of performing the jobs functions require the following physical requirements: Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The physical activities include: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal and extensive reading.

WORKING CONDITIONS:

None: The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work).

TERMS OF EMPLOYMENT:

Exempt: 12-month contract

Salary and employment terms based on the Executive Director Placement Chart as established by the Governing Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with District policy.

DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.