Title: Asst. Superintendent- Saint Paul Public Schools

Reports to: Chief of Schools – Saint Paul Public Schools

Salary Range: $100.6k - $160K (Actual Salary commensurate with exp.)

Application Deadline Open to Filled – SPPS reserves the right to hire at any point during the posting period.

Position Summary

Provide leadership and direction for schools with intense attention to curriculum and instruction, leadership development and school-level professional development initiatives in alignment with the District’s Strategic Plan; provide oversight of school-based budgets and alignment of resources at the school-level.

Reporting Relationship

These positions report to the Chief of Schools.

Responsibilities

All responsibilities assume working in collaboration with Division of Academic Services staff and other district administrators.

School Level

Provide overall leadership and supervision to assigned school principals, across all levels, to improve instruction and achievement within the schools of Saint Paul Public Schools.

Evaluate school principals on an annual basis, oversee achievement of tenure for both principals and assistant principals, develop and implement improvement plans for tenured school-level administrators as needed.

Assist principals with licensed and non-licensed staff discipline and performance issues in accordance with district policies and procedures.

Support and lead principals in program design, building-wide professional development efforts, and implementation of research-based best practices in leadership, instructional quality, and parent/family engagement.

Provide direction for alignment of resources.

Support and ensure implementation of all district policies and procedures at the school level.
Assist principals with building governance and leadership, including site councils, parent organizations, staff leadership and committee structures.

Assist schools in implementing the Saint Paul Public Schools Strategic Plan and specifically identified areas of focus.

**School Level Responsibilities (continued)**

Provide guidance and support to principals in designing and adapting school-level budgets to meet the needs of their student population.

Apply knowledge and understanding of effective school curriculum, instructional strategies and assessment to support schools in meeting district identified performance targets.

Support the implementation of the Saint Paul Public Schools Rights and Responsibilities Handbook.

Assist principals in designing intervention systems for behavior and attendance issues that limit out of class time and support improved academic instruction for all students.

**District Level**

Provide district-level leadership and vision for curriculum design and professional development processes in schools. Assist with design of systemic solutions to identified areas of concern.

Work in collaboration with other district administrators to support educational reforms and increase the quality of instructional practice. Lead and guide schools for the implementation of the Minnesota academic standards and district and national standards in all content areas.

Lead professional development efforts for principals of the designated grade levels served (elementary, middle, or high school). Structure professional development to support the SPPS Strategic Plan.

Participate in efforts to address district-level concerns as they relate to academic and operations interactions and system design.

Coordinate the composition, implementation, and management of grants in support of school efforts facilitated by the Office of Communications, Marketing & Development.

Assist with the coordination and alignment of extended learning programs and opportunities for schools.

Collaborate with other district administrators on issues or concerns that relate to schools and the interface with school-level administrators.
Attend designated meetings and conferences and serve as district representative on selected local, state, and national committees as requested by the Superintendent.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

**Knowledge, Skills, and Abilities**

Thorough knowledge and understanding of Minnesota Academic Standards and national academic standards.

Thorough knowledge and understanding of, and the ability to implement the Every Student Succeed Act.

**Knowledge, Skills, and Abilities (continued)**

Thorough knowledge and understanding of the use of technology for instructional and organizational purposes.

Thorough knowledge of Saint Paul Public School Rights and Responsibilities Handbook.

Considerable knowledge and understanding of educational reform models and experience of institutional change and understanding of best practice in professional development.

Thorough ability to develop successful working relationships with school personnel, parents, students, and district administrators.

Highly proficient skills in budgets, management, and organization.

Highly proficient skills in writing, speaking, presentation, and interpersonal communications.

Commitment to multicultural, gender, and disability fair curriculum and school and work environments.

Sensitivity to the needs of students and staff from diverse backgrounds.

**Leadership Competencies**

Character that demonstrates a strong sense of ethics and values that serves as a role model to others.

Creating and leading the organizational vision.
Managing staff including directing others, delegation and building effective teams.

Resourcefulness, taking the resources of the organization into consideration and getting things done for less.

Working constructively with others.

Managing constituencies effectively.

Getting results.

**Minimum Qualifications**

Master's degree in education, curriculum development or a related field and five years experience as a principal or other educational administration experience. Must have a valid license as a K-12 or K-6 principal and/or superintendent issued by the Minnesota Department of Education. Candidates not currently holding a District Superintendent license issued by the Minnesota Department of Education must make progress toward securing this license in 24 months.