

Assistant Superintendent of K-12 Instruction

Starting Salary – Range: \$100,000 - \$110,000 commensurate with experience

SUMMARY:

Ypsilanti Community Schools (YCS) announces a search for a dynamic, culturally engaging, active, and visionary leader to serve as Assistant Superintendent of Curriculum and Instruction. Our school district has nearly 4,000 students in 11 schools serving Preschool through Middle College. As a Blueprint district, we are seeking a central office administrator who is committed to working together with YCS team to lead the systemic reconfiguration of the district, while sustaining the organization's sense of urgency in realizing dramatic improvement in student, teacher, and leader performance in a short amount of time.

QUALIFICATIONS:

To perform this job successfully, the ideal individual must be able to perform each essential duty satisfactorily and courageously. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, competencies, 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 in school administration, curriculum & instruction or an educational specialist degree from an accredited institution required; doctoral degree preferred
- Valid school administrator certificate or compliance with corresponding certification requirements
- 3-5 years of successful school administration or as a curriculum director is required
- 7-10 years or more successful teaching experience in elementary and secondary education, preferred
- Experience in an urban environment and/or alternative education is preferred
- Extensive background knowledge and experience with high performing schools, i.e., International Baccalaureate and STEM programs, preferred
- Alternatives to the above qualifications as the district may find appropriate and acceptable

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and guide district instructional and ambitious teaching coaches to support teacher learning and collaboration for the purpose of improving instruction
- Ensure that the district provides curricular documents that identify specific core academic targets as well as the non-academic targets for all students
- Supervise, coach and evaluate all building level school administrators
- Collect and analyze student achievement data and teacher performance data to drive instructional improvements
- Monitor and support teacher mentor/mentee program
- Coordinate and plan district-wide professional learning
- Serve as the District Assessment Coordinator for local and state assessments
- Coordinate State and Federal programming for alignment to the district and school improvement plans
- Participate on the District Network and seek Blueprint Facilitator Certification

- Oversee, prepare and submit all district and school improvement plans, processes and reports
- Work closely with the Superintendent's Cabinet Members to effectively manage all aspects of the district
- Report achievement results to the Board as needed
- Represent the district at multiple events and activities
- Supervise and support the work of the community and homeless liaisons
- Review for approval virtual learning academy and school of choice applications
- Communicate, mediate and address parental concerns related to students
- Process professional learning conference requests/approvals, field trip requests/approvals and curriculum purchases for Board of Education review and approval
- Approve curriculum invoices to ensure alignment with instructional infrastructure
- Understand school information systems and possess the ability to run specific reports as needed
- Serve as the Superintendent's replacement if he/she is unavailable
- Other duties as assigned

COMPETENCIES:

Assistant Superintendent will be able to skillfully demonstrate the following competencies:

- A strong desire to achieve outstanding results in a short amount of time.
- The ability to create and execute clear, logical plans to install the Blueprint throughout the school district.
- The adeptness to ensure a strong connection between district systems, building-level routines, and classroom instructional practices.
- The ability to remain visibly focused and self-assured despite the barrage of personal and professional attacks common during turnaround.
- The talent to foster this collective responsibility and ownership for greater student achievement that includes all district and community stakeholders.
- The skill to foster this collective responsibility in all district stakeholders by mobilizing structure, strategies, practices, and the use of resources for the ongoing evaluation and improvement of instruction.
- The capacity to rigorously create and sustain a well-orchestrated district system of ongoing data collection and analysis to inform a continuously responsive and adaptive system of tiered instruction attentive to students' specific academic needs.
- The motivation and drive necessary to ensure that instructional-specific conversations are taking place throughout the district through practices intentionally designed to focus direct conversations and partnering efforts on improving the instruction of every teacher and performance of all staff members.
- The aptitude to sustain an effective system of shared leadership and responsibility throughout the district and exert his/her influence to improve results, to foster analytical thinking and problem-solving.
- The talent to build a district's professional environment that is one of mutual respect, teamwork, and accountability.
- The commitment to allocating higher percentages of district funds toward the direct instruction of students and job-embedded, teacher-specific professional development (classroom-based coaching) aligned to students' needs.

APPLICATION PROCEDURE:

Complete all sections of the online application at:

<http://www.ycschools.us/employment>

It is required that applicants upload copies of the following documents:

Letter of Interest and Resume

DEADLINE:

The deadline to apply for this posting is by February 22, 2019 at 4:00 p.m. or until filled

TERMS:

The contract, salary, and other employment conditions will be established by the Board of Education

FUNCTIONS OF POSITION DESCRIPTION:

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. The Ypsilanti Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment. This position description is not a contract for employment. Ypsilanti Community Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Board of Education does not discriminate on the basis of race, color, national origin, immigration status, sex (including sexual orientation or transgender identity), disability, age, religion, heights, weight, marital or family status, military status, ancestry, genetic information, or any legally protected category not otherwise listed, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities