

# Anoka Hennepin Independent School District #11

**Job Title:** Assistant Superintendent of Schools

**Reports to:** Deputy Superintendent

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## Job Summary

The Assistant Superintendent of Schools provides strategic leadership and management for a group of schools within the district. This role focuses on supporting school principals in achieving academic excellence, ensuring operational effectiveness, and aligning school-level practices with district-wide goals. The Assistant Superintendent serves as the key liaison between the central office and schools, fostering collaboration, addressing challenges, and promoting continuous improvement.

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## Key Responsibilities

### Leadership and Oversight:

- Provide leadership, direction, and supervision to principals and school leadership teams within the assigned schools.
- Ensure assigned schools are meeting district goals related to academic achievement, equity, and student well-being.
- Regularly visit schools to assess progress, offer support, and provide feedback on educational programs, operations, and leadership.

### Academic Achievement and School Improvement:

- Collaborate with school leaders to develop and implement school improvement plans, focusing on closing achievement gaps and improving student outcomes.
- Support schools in using data to inform instruction, monitor student progress, and make adjustments to curricula or teaching strategies.
- Promote the sharing of best practices among schools to improve teaching and learning.

### Principal Supervision and Development:

- Supervise, mentor, and evaluate school principals, providing guidance on leadership development, staff management, and school operations.
- Identify and address professional development needs of school leaders, ensuring they have the resources and training to meet district expectations.
- Facilitate regular meetings and professional learning opportunities for principals to collaborate and address common challenges.

### Operational Efficiency and Resource Management:

- Work with district departments, including Human Resources, Finance, and Facilities, to ensure that schools in the region are efficiently managed and properly resourced.
- Oversee the implementation of district policies and procedures in areas such as budgeting, staffing, and facilities management within the assigned schools.
- Address operational challenges, such as school safety, student transportation, and technology needs, in coordination with central office departments.

### Stakeholder and Community Engagement:

- Serve as a point of contact for school communities, including parents, community organizations, and local government officials.

- Foster positive relationships between schools and their communities, ensuring that community concerns are addressed and that families feel supported.
- Communicate district policies, goals, and achievements to stakeholders and represent the district at community events as needed.

**Compliance and Policy Implementation:**

- Ensure that all schools are in compliance with district policies, state and federal regulations, and legal requirements.
- Monitor the implementation of district-wide initiatives, such as student support programs, safety protocols, and special education services.
- Work with principals to address issues related to student discipline, attendance, and school climate in alignment with district policies.

**Crisis Management and Conflict Resolution:**

- Assist in handling school-level crises and emergencies, including safety concerns, conflicts, and community issues.
- Support school leaders in resolving conflicts with staff, students, or parents, using mediation and problem-solving strategies.
- Act as a representative of the district in regional crises, working closely with the Superintendent and other district leaders as needed.

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## Qualifications

- **Education:** Master's degree in Educational Leadership, Education Administration, or a related field.
- **Experience:** Minimum of 8-10 years of experience in education, with at least 5 years in a leadership role such as principal or executive director.
- **Certifications:** MN Superintendent license.

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## Skills and Competencies

- Strong leadership and management skills with a focus on improving student achievement.
- Deep knowledge of instructional practices, school operations, and educational leadership.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with principals, staff, parents, and community members.
- Data-driven decision-making skills, with the ability to analyze and use data to drive school improvement.
- Expertise in conflict resolution, crisis management, and problem-solving.
- Strong organizational and time management abilities to handle the diverse responsibilities of the role.

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## Physical Requirements and Work Environment

- The position requires travel between schools and district offices.
- Must be able to work extended hours, including evenings and weekends, to meet the needs of the schools.