

Position: Associate Superintendent for Academic Services

Job Classification: Executive

Reports To: Superintendent

The Associate Superintendent for Academic Services offers substantial assistance to the Superintendent in providing the leadership required to develop, achieve, and maintain the best possible educational programs and services for the District and its constituency while providing operational oversight of the MAISD Technology Services and Instructional Services departments and the Muskegon Area Career Technical Center.

Qualifications: The Associate Superintendent for Academic Services must possess a Master's degree or better in school administration, possession of a Michigan teaching certificate or similar credential and have a minimum of five years successful experience in school administration with experience in the areas of teaching and learning. One or more years of experience as an Assistant Superintendent or Superintendent at the local district level or at least five years experience as a senior administrator in an educational environment are strongly preferred.

Essential Job Functions:

1. Serves in the absence of the Superintendent and Deputy Superintendent as the chief administrative officer of the District.
2. Assumes those functions and responsibilities as may be assigned by the Superintendent and accepts complete accountability for discharging them.
3. Provides leadership, direction, and management expertise to the departmental Directors assigned to his/her area of responsibility.
4. Oversees the development, maintenance, and refinement of programs and services within his/her assigned domain.
5. Keeps the Superintendent apprised of departmental activities, problems, recommendations, and needs.
6. Attends Board meetings and presides over such other meetings, committees, and functions as the Superintendent designates.
7. Provides the Superintendent with an ongoing picture of the activities of the constituent districts, their problems, and their needs.
8. Serves as a resource person and consultant to district administrators.
9. Prepares and submits a variety of reports and other documents as requested by the Superintendent or Board of Education.

10. Remains abreast of current educational philosophy, methodology, and technology. Works with the Superintendent to ensure that District operations are up to date and educationally sound.
11. Assists the Superintendent in representing the District to the general public. Helps develop and participates in programs of public relations and publicity as may be required to keep the public well informed and aware of District activities, needs, and successes.
12. Assists the Superintendent in representing the District in its dealings with other school systems, agencies, and community organizations.
13. Remains current in all laws, rules, regulations and Board policies pertinent to the operations of the District.
14. Assists the Deputy Superintendent with contract negotiations.
15. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

Annual Salary = \$134,647

Expense Account = \$0

Reimbursed Expenses = \$0

Supplemental Compensation = \$15,500