

**Job Title:** Assistant Superintendent for Teaching, Learning, and Campus Operations

**Supervisor:** Superintendent

**Employment Terms:** 12 Months

**Salary Range:** \$134,000 - \$150,000

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Lead to ensure excellence across campuses and multiple central office departments, balancing collaboration and relationship building with accountability to improve individual and organizational performance to improve student learning.
- Design and manage the district key performance metrics system, aligned with the mission to drive continuous improvement and strategic planning.
- Supervise and lead the daily operations across four central campuses and multiple partner programs to ensure success for Central students and Adult Education.
- Establish high expectations of staff to foster a shared vision that all students can learn ensuring to all students earning recognized industry credentials.
- Lead annual and quarterly data cycles to review key performance indicators, including student achievement, credentials, attainment, attendance, retention, climate surveys, and placement.
- Develop an annual budget to manage teaching & learning operations and member district support, PD and special grants aligned to high-quality CTE.
- Serve on related state committees to collaborate with agencies on business rules, legislation, achievement, and accountability to maximize the district's ability to innovate and operate.
- Participate in the Superintendent's Industry Advisory Commission to strengthen strategic industry partners for the district.
- Lead the district's secondary and post-secondary accreditation processes.
- Chair the district's Career Readiness Committee to promote career pathways with the development of resources to support career readiness.
- Collaboratively lead the district's educational partnerships intentionally empowering others in decision-making to inspire the trust of member districts, multiple charter schools and college partners.
- Direct and supervise district-wide teaching and student learning operations, including instructional leadership, staff development, teacher evaluation, curriculum, student assessment and measurement, research, and evaluation for the purpose of continuous improvement.

- Collaborate with teachers to build a common framework for curricular documents to guide student learning in alignment with industry practices and state standards.
- Oversee the district assessment system to track and measure student learning growth towards readiness to sit for industry credentials.
- Manage the district's process for Total Quality Indicators (TQI) and compliance with AZ Revised Statutes to support and enhance Career and Technical Education.
- Lead systems to strengthen Career and Technical Student Organization (CTSO) participation and student leadership development across the West-MEC Consortia and state.
- Author and responsible for the district's performance-based compensation structure to promote student achievement and enhance professional development for district teachers, counselors, and career services.
- Assist in the set up and implementation of a startup of new campuses, hiring of new staff and training of campus administrators and all aspects of setting up a new campus/ school.
- Assist the Superintendent in community relations and development of industry partnerships.
- Attend Governing Board meeting, prepare special reports, and complete projects for the Superintendent and Administrative Staff as directed.
- Provide accurate, reliable, and timely information at community presentations and district meetings.
- Represent the district at member district's school and community functions.
- Participate in district programs, activities, and initiatives.
- Assist Superintendent in development and review of board and district policies.
- May act as hearing officer for Central programs.
- Serve as a member of the Superintendent's Cabinet.
- Implement new outreach programs with elementary district members.
- Other duties as assigned by Superintendent.

**Qualifications:**

- Preferred experience as an Assistant Superintendent or Superintendent.
- Holds appropriate state certification and clearances as required.
- Knowledge of applicable Federal, State, and County rules and regulations and the ability of interpret and disseminate information.
- Knowledge of West-MEC district policies and procedures.
- Knowledge of organizational theory, leadership training, and instruction strategies.
- Possess project management skills in an educational environment.
- Establish and maintain effective working relationships with district staff, students, the general public, and others having business with the district.
- Ability to communicate effectively with staff and coworkers.
- Demonstrate strong communication with the ability to work effectively in team/ collaborative settings.
- Plan, organize, coordinate, and oversee special meetings of public.
- Knowledge of Arizona school finance including bonds.
- Ability to interact with business, industry and construction partners.
- Ability to operate a personal computer and utilize variety of software.

**Other Requirements:**

- Must pass a fingerprint clearance and background check.
- Ability to work outside normal working hours.
- Administration certificate, Master's degree, or any equivalent combination of experience or education, from which comparable knowledge, skills, and abilities have been achieved.

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** July 2024

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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