

### **ASSISTANT SUPERINTENDENT**

**DEFINITION:** Under the direction of the Superintendent of Schools, performs work of unusual difficulty in directing and managing a major department involving all aspects of curriculum and instruction, technical and regulatory policy development and implementation; provides administrative oversight and supervision of the Navajo Department of Dine' Education and school programs; acts as Superintendent of Schools in the absence of the incumbent; provides direction and leadership in the development, adoption and administration of Navajo Nation academic content standards in compliance with applicable laws; develops proposed actions and policies of the Navajo Nation Board of Education; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Directs departmental programs and school improvement programs in the implementation of department plans and goals; supervises department administrators and administrative staff; oversees fiscal management, programmatic and budgetary functions of department operations; leads strategic planning for Nation education programs in cooperation with appropriate personnel and reports to the Superintendent of Schools as necessary; leads the development and implementation of internal control mechanisms, procedures and guidelines to maintain staff accountability and compliance with applicable policies and procedures; assures that program supervision is managed and administered in accordance with applicable policies and procedures; interprets and ensures compliance with federal, state and Navajo Nation education laws, regulations and policies.

Works with schools to assure that curriculum is aligned with adopted content standards; advocates, facilitates and monitors the alignment of curriculum, instruction, assessment instruments and improvement of academic programs and in the accomplishment of department goals and objectives; assists with curriculum and program staff to forecast, plan, coordinate, support and implement school improvement programs; participates in the design of curriculum; interprets regulations for department and schools; advocates, facilitates and monitors instructional accountability for highest student achievement; advocates for and monitors systems that examine performance level and improvement trends in academic achievement, operational, support process and customer satisfaction; monitors curriculum and operations plan; develops partnerships with State educational agencies, the Bureau of Indian Education and local school boards to monitor their schools for best practices and academic program improvements.

Evaluates leadership and support staff; monitors systems to design training plans for stakeholders that align with school improvement plans; contributes toward professional growth and performance through providing professional development opportunities; promotes, reviews and communicates progress toward department goals; maintains an information system that supports the facilitation and monitoring of department goals and initiatives; monitors and communicates trend, benchmark and comparison data in areas of curriculum, instruction, assessment and academic improvement.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Navajo Nation, Federal and State laws, regulations, guidelines and codes governing educational program operations.

Knowledge of State Public School systems, Bureau of Indian Affairs and Contract/Grant Schools and private schools serving the Navajo Nation.

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Knowledge of contemporary educational principles and professional strategic planning, supervision and personnel management policies, procedures and practices.

Knowledge of federal and state budget and reporting systems, financial controls and funding sources, program analysis and performance measures.

Knowledge of tribal non-school education program operations, issues, missions and client service requirements.

Knowledge of principles and practices of curriculum and instruction.

Skill in K-12 student learning and assessment, curriculum review, adoption, development and implementation.

Skill in developing and analyzing strategic plans, forecasts, budgets and operating systems.

Skill in implementing management procedures, controls and budgets.

Skill in formulating documents, reports, grant and contract applications, short and long term goals and objectives and performance measures.

Skill in managing, advising and directing staff with complex internal relationships and maintaining effective and cooperative working relationships.

Skill in the collection, analysis and evaluation of data and arriving at sound data-based and well-informed conclusions and recommendations.

Ability to develop, organize and structure a state-like education department.

Ability to interpret and apply federal, state and Nation policies, laws and regulations.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

**MINIMUM QUALIFICATIONS:** A Master's degree in Educational Leadership, Education Administration or Education; and three (3) years demonstrated organizational, communication and planning work experience which include educational administrative or supervisory work experience equivalent to an elementary or secondary School Principal, an Executive Director of an elementary or secondary BIA Grant or Contract School or BIA Education Line Officer serving a student population of 300 or more; and three (3) years of elementary or secondary classroom experience.

**SPECIAL REQUIREMENTS:** Must possess current Education Administration License.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.