

## Coconino County Accommodation School District

### Position Description

<b>Job Title:</b>	Superintendent of Schools/Director of Education Services
<b>Immediate Supervisor:</b>	Board of Education/Coconino County Superintendent of Schools
<b>Location:</b>	Flagstaff, AZ (Monthly travel to Page, AZ)
<b>Hours:</b>	Half-time
<b>Work Year:</b>	Full

### Nature of Work

Under the direction of the Board of Education, to provide educational leadership and executive direction to the Board of Education, schools, community, personnel, programs, activities, and operations of the district; to assure compliance with established goals, objectives and legal requirements concerning district administration and instruction.

**Please note:** This position is open until filled with applications being reviewed weekly.

### Typical Duties

(Illustrative only)

- Develops, implements, and maintains strategic planning processes for district functions.
- Assures that the laws and regulations of the Arizona Department of Education and the district are faithfully executed.
- Work with the county superintendent and sheriff on offering an education program to serve all prisoners who are under eighteen years of age and prisoners with disabilities who are age twenty-one or younger and who are confined in the county jail.
- Assists the board and school administration in the identification of student achievement goals and implements programs designed to achieve and evaluate progress toward meeting those goals.
- Supervises the development of systems for budget development, purchase of goods and services, accountability for expenditure of district funds, and analyses and reporting of the district's financial position to the board and the public.
- Participates in all board meetings by assisting the board in the development of the meeting agenda, by preparing background materials and analyses of issues brought to the board, and by preparing recommendation on all issues brought to the board for decisions.
- Prepares and submits to the board recommendations relative to all matters requiring board action, placing before the board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
- Informs and advises the board about the programs, practices and problems of the district and keeps the board informed of the activities operating under the board's authority.
- Hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the district.
- Develops and implements plans for dealing with emergencies and takes the necessary steps in time of emergency to safeguard students, staff, residents, and school district property.
- Recommends and advises the board on the need for new and/or revised policies and procedures necessary for efficient conduct of the district.

- Assists the board with the development of board policy and established rules, forms, guidelines, and procedures to implement board policy.
- Promotes good public relations between the district and the community by press, radio and TV releases, school/parent activities, personal participation in community activities and talks, bulletins and reports and conferences.
- Establishes procedures for communication between and among the board, district staff, juvenile detention, jail, media, public and other business, governmental and educational organization of the community, region, state and national.
- Supervises the development of systems for the recruitment, employment, evaluation, in-service, development, compensation, and benefits for all district staff.
- Represents the board in its dealings with city, county, state, and federal governmental agencies and assists in the development and pursuit of a legislative agenda.
- Makes recommendations of new facilities or additions to existing facilities, and supervises the acquisition, construction, maintenance, renovation and disposal of all district facilities and properties.

### **Duties**

In addition to the essential functions of this job, the incumbent must perform the following duties:

- Complies with state-approved Code of Ethics of the education profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state, and federal regulations.
- Articulates and facilitates the implementation of the mission and values of the Coconino County Accommodation District.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, district policy and procedural directives.
- Shares the responsibility for the supervision and care of district inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationships and works cooperatively with employees, county superintendent, the community, and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities, and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by the Board of Education and County Superintendent.

### **Minimum Qualifications**

- Masters degree, with specialization in Education Administration.
- Certifiable for an Arizona State Administrative license/Superintendent license.
- Highly effective communication skills, both verbal and written.
- Demonstrated skills in instructional leadership.
- Skilled in evaluating educational programs.
- Skilled in setting long and short-range goals.
- Ten years of experience as a school administrator, preferably with a large school district at a top administrative level.

### **PREFERENCES:**

### **Knowledge, Skills and Abilities**

- Flexibility, organization, decision-making and problem-solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Ability to meet deadlines and work on multiple projects.
- Ability to coordinate the work of others.
- Proficient with the latest software.
- Ability to place responsibilities in a priority order.
- Knowledge of federal and state laws relative to education.
- Knowledge of group dynamics and group processes.
- Proficient with word processing, database, and spreadsheet software.
- Ability to assess organizational strengths and weaknesses and administer policies accordingly.
- Experience with strategic planning and forecasting alternative futures and resource allocations.
- Ability to develop and maintain collaborative decision making and appropriate authority delegation.
- Experience in communicating and negotiating with diverse community groups, bargaining units, funding bodies and other private and public institutions.
- Experience in managing educational issues within a multi-cultural setting with diverse socioeconomics.

### **Working Environment**

The work environment characteristics described here are representative of those an incumbent encounters while performing the essential functions of this job:

- The incumbent will work with CCRASD staff members in a team environment, which may include the administrative staff, juvenile detention staff, jail staff, state department personnel, CCRASD legal counsel, parents, students, advocates, and others outside the district.
- Frequent interactions with people in person and on the phone will be necessary.
- Travel from location to location may be necessary.
- Functions are performed primarily in a normal office environment.

### **Physical Demands**

The physical demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job with or without reasonable accommodation:

- The employee must use hands and arms to manipulate objects.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to move about assigned location unaided during the day.

This position description indicates the general nature and level of work to be performed. It is not intended to be a comprehensive listing of all functions, duties, skills, knowledge, and abilities. This position description is designed to illustrate the minimum requirements and expectations of the job.

The successful candidate must possess and demonstrate the following qualifications:

- Central office and/or superintendent experience is preferred;
- Successful building level administrative experience and a minimum of three years of teaching experience is preferred;
- Effective skills in communication, multi-tasking, collaboration, and marketing;

- Strong working knowledge of community relations and willingness to be a visible leader in an inclusive community;
- Approachable leader with demonstrated ability to motivate highly qualified personnel;
- Working knowledge of successful program evaluation, school finance, school law, collective bargaining, and selection and retention of staff;
- Possess the highest personal standards, good morals, ethics, honesty, and integrity.

An application is available on the district's website at <http://www.ccasdaz.org/>.

**Coconino County Accommodation District is an Equal Opportunity Employer.  
AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**