

**NEWARK BOARD OF EDUCATION
HUMAN RESOURCE SERVICES
765 BROAD STREET, NEWARK, NEW JERSEY 07102
ROGER LEON, SUPERINTENDENT**

ASSISTANT SUPERINTENDENT

The Superintendent invites qualified and interested persons to apply for the position of **Assistant Superintendent**.

Newark Board of Education is committed to ensuring exemplary leadership at every one of its schools. To achieve this goal, the Superintendent seeks an Assistant Superintendent to provide NPS's principals with the coaching, support, tools, and resources to set and attain high levels of student achievement. An Assistant Superintendent will be charged with the mission-critical task of inspiring, providing thought-partnership, coaching, and holding principals accountable to the vision that all of their students are making dramatic progress on their academic, college and career goals. This is an exciting opportunity for leaders with the right skills and experiences to have a lasting impact on all of Newark Board of Education's students and their schools.

QUALIFICATIONS AND REQUIREMENTS

1. A minimum of ten years of professional experience, with an outstanding track record as a school principal (or equivalent) strongly preferred.
2. Significant experience as an instructional leader elevating student achievement in an urban setting.
3. Master's degree in education or related field required.
4. Demonstrated ability to improve student achievement at the middle and/or high school levels
5. School Administrator Certificate/Certificate of Eligibility (CE)

BASIC FUNCTIONS AND RESPONSIBILITIES

The Assistant Superintendent's responsibilities will include, but not be limited to, the following:

- **Coach 10-20 principals in goal setting and planning, including:**
 - Assisting them in identifying, recruiting and promoting excellent teachers and other school-based staff;
 - Working with them to establish specific, targeted student performance goals and create plans implementation for curriculum, assessment, instructional practice, and professional development;
 - Providing them with the support and resources they need to create cultures of high expectations and systems for operational excellence in their schools;
 - Working with principals to ensure a clear division of labor on their core leadership team to ensure their time is free to drive vision and results.
- **Support principals in day-to-day leadership to drive results, including:**
 - Conducting regular formal and informal classroom walk-throughs aligned to student achievement and strategic goals;
 - Attending school-based meetings and events to foster a culture of engagement;
 - Providing feedback to principals around successful leadership practices, such as effective management of instructional staff, use of data, and establishment of school culture;
 - Determining the appropriate balance of earned autonomy for principals around key strategic initiatives
 - Focusing principals on student outcomes and teacher quality while balancing intense operational demands.
- **Supervise and evaluate principals, including:**
 - Conducting evaluations for school leader, ensuring they are meeting or exceeding goals and providing documentation/evidence of progress;
 - Identifying and rewarding strong performance, creating opportunities for professional growth;
 - Documenting progress against goals, flagging and elevating issues as appropriate, ultimately ensuring that schools perform at a high level and meet the needs of Newark's students.
- **Collaborate with the Academics Office**
 - Providing input to shape, refine, and implement district-wide initiatives in areas such as special education, enrollment, teacher evaluation, and curriculum adoption;
 - Create a collaborative and open communication line between district departments and principals, driving

alignment of strategic vision, a shared understanding of challenges at the school level, and identification of opportunities for improved student achievement;

Key Competencies:

The ideal candidate will demonstrate the following:

- **Vision and Courage to Ensure All Students Achieve**
 - Passionately believes that all students can achieve at high levels.
 - Holds self personally responsible for ensuring high academic achievement of all students.
 - Develops, articulates, and builds buy-in to a clear vision and mission.
 - Demonstrates cultural competence and the ability to model constructive, effective conversations about race, class and other equity concerns with a variety of stakeholders.
- **Strategic Planning and Effective Execution**
 - Exhibits strong focus on goals and results. Sets clear metrics for success.
 - Offers innovative solutions to seemingly intractable problems.
 - Clearly articulates plans to achieve student, school, and district goals.
 - Demonstrates excellent execution and project management skills, including attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.
 - Demonstrates systems thinking. Can build systems and policies necessary to bring solutions to scale.
 - Prioritizes and aligns people, time, and resources to the most important issues.
- **Communication**
 - Conveys passion and urgency for school reform.
 - Communicates effectively in both written and verbal communication. Tailors message for the audience, context, and mode of communication.
 - Actively listens to others, understands nuance, and effectively interprets others' motivations and perceptions.
 - Clearly articulates organizational priorities and policies to diverse audiences with differing socio-economic, ethnic, and cultural backgrounds.
- **Adult Leadership**
 - Motivates, inspires, and moves other adults to action to achieve ambitious goals.
 - Builds and maintains positive relationships with individuals and groups.
 - Moves groups to consensus and resolves conflicts. Exhibits willingness to have difficult conversations.
 - Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, and/or advocacy groups.
- **School Knowledge and Leadership Expertise**
 - Proven ability to develop and deliver programming that drives improved academic performance for all student populations; knows effective practice for differentiating instruction.
 - Strong knowledge of high-quality instructional practices and the ability to lead others to implement these practices consistently across classrooms and school sites.
 - Deep knowledge of pedagogy and a proven track record of using data to drive results.
 - Proven ability to serve as a coach and mentor, helping staff to develop the skills needed at sustainably high levels.

REPORTS TO: Executive Superintendent

SALARY, EMPLOYMENT PERIOD, AND UNION AFFILIATION

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| 1. | Salary Range: | Commensurate w/background and experience |
| 2. | Employment Period: | Twelve (12) Months |
| 3. | Union Affiliation: | Unaffiliated |

Opening Date;

Closing Date: Until Filled

Job ID:

How to Apply

Newark Board of Education only accepts electronic applications

**NEWARK BOARD OF EDUCATION IS AN
EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER**