

ASSISTANT SUPERINTENDENT, CLUSTER**Definition**

Acts as the instructional leader, manager, and administrative advocate for each school within a geographic cluster consisting of high schools, their feeder schools and associated alternative and special education facilities; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

As the assistant superintendent of the cluster, is responsible for student achievement; directs the monitoring and assessment of the achievement of each school within the cluster; visits schools on a regular basis; partners with the appropriate departments to review, evaluate, and approve school plans; and makes recommendations for improved student achievement; coordinates the planning, development, implementation, and evaluation of instructional programs and materials at the cluster level; ensures that the instructional needs of each school are addressed promptly and completely; reviews proposals for new educational or administrative programs; and supports the implementation of approved programs; acts as a broker/advocate with every Fairfax County Public Schools (FCPS) department for all cluster schools; and ensures both the implementation of FCPS policies and procedures and the compliance with state and federal mandates; recommends the appointment of cluster principals and selects cluster staff personnel; evaluates principals and cluster staff; mentors principals and cluster staff; and ensures provision of appropriate staff development opportunities; acts as a liaison with parents and parent groups, civic agencies and related community groups and maintains oral and written communications; provides essential feedback from the community to the cluster schools; recognizes and is sensitive to the multicultural needs of schools, staff and community; ensures articulation and communication within the cluster; maintains communication and cooperation with other clusters; maintains liaison with appropriate government agencies and professional groups; and serves on advisory boards and committees; allocates discretionary school resources; and maintains, approves, and publishes the cluster general calendar.

Supervision Received/Given

Receives broad direction from the deputy superintendent. Oversees the recruitment, screening selection, and appointment of, and directly supervises and evaluates, cluster principals and cluster staff. Serves as point of contact for the School Board, county Board of Supervisors, public entities, and the business community.

Education/Experience/Skills

Postgraduate Professional License (master's degree with doctorate preferred) in school administration or related field with endorsements in field of specialization and appropriate administrative and supervision preK-12 endorsement including coursework in supervision, administration, curriculum/instruction, human resources management, school/community relations, school law, finance, and research or statistical methods, plus eight years of progressively more responsible administrative experience in elementary or secondary schools or in senior management, with successful teacher and principal experience preferred. Can demonstrate extensive knowledge of the principles and practices of public school administration; extensive knowledge of administrative methods and techniques; knowledge of research and current trends in public school education; ability to direct and coordinate the activities of a cluster of schools; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; and ability to develop effective working relationships with school and department staffs, governmental leaders, outside advocacy groups, and community members.