

Market Range Detail - Education Service Assistant Superintendent

Effective Date

March 30, 2011

Market Range Title Description

This market range title is reserved for positions in the Superintendent of Schools department who are responsible for providing leadership in quality innovation and improvement in instruction for Maricopa County school districts and charter schools. This is accomplished through the planning, direction, and management of multiple educational programs.

Incumbents have managerial responsibility for supervisory, professional, paraprofessional and clerical staff including completing performance plans and evaluations, hiring new staff, training, and coaching and disciplining staff.

Typical responsibilities include: participating in department strategic planning; developing and monitoring area budgets; initiating, recommending and implementing program development activities; developing collaborative partnerships with other community entities to optimize resources; resolving complex and sensitive program and operational issues; assessing service delivery and program success and developing strategies for improvement; assisting district charter administrators and teachers in meeting their school achievement goals and NCLB requirements; establishing the mechanisms to conduct periodic needs assessments to establish priorities for programs and services; working closely with the Deputy Superintendent and Collation of Schools to establish annual action goals, strategies for achieving those goals and criteria for evaluation; keeping informed of innovative and researched based education initiatives, and strategies; providing assistance to school districts and charter schools on the use of student data, staff development, curriculum alignment and technology to improve student performance; working with district and charter schools to develop grants and training; developing connections and partnerships with area businesses and corporations to enhance educational opportunities; working closely with the Deputy Superintendent of Schools to recommend legislative initiatives; writing and delivering presentations to the Board, school departments and the community. Positions work under the direction of the Deputy Superintendent of Schools.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$46.11	\$50.93	\$55.74

Likely Minimum Qualifications

- Master's degree in Education
- Five years of administrative experience in teaching and learning including two years of supervisory and/or management experience
- Arizona Superintendent Certification
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Assistant Superintendent

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.