



Tigard Tualatin School District 23J

Job Description

Work Year: 255 days

Job Group: Cabinet

Salary: \$197,000-\$203,000

JOB TITLE: Assistant Superintendent

REPORTS TO: Superintendent

GENERAL DUTIES SUMMARY:

This incumbent serves as the Superintendent's key academic leader, overseeing the academic core of the organization including school oversight and the teaching and learning functions. The incumbent also serves as the Superintendent's most senior member of the executive staff, serving as their key thought partner as well as their delegate or proxy in various functions and settings.

SUPERVISORY RESPONSIBILITIES:

Supervision of district Directors as assigned (ie. Teaching & Learning, Elementary/Secondary Programming)
District programs as assigned (ie. Early Learning, Equity)
Support Staff

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Serve as the senior advisor to the Superintendent, providing strategic counsel on district operations, instruction, and leadership matters.
- Plan for and manage district responsibilities as directed by the Superintendent.
- Oversee central office academic functions to ensure exceptional academic outcomes for all TTSD students.
- Lead day-to-day operational functions of schools, providing direct guidance and support to academic directors and principals.
- Provide leadership for culturally responsive instructional priorities, ensuring both short- and long-term planning supports equitable student achievement.

- Develop and support exemplary school leadership, including comprehensive staff development programs for administrators and instructional staff.
- Ensure curriculum, assessment, and instructional systems are designed, implemented, and continuously improved to maximize equitable student success.
- Monitor daily school and program operations, collaborating with directors and principals to ensure timely and appropriate issue resolution.
- Supervise and evaluate assigned staff, ensuring effective performance in accordance with district HR policies; oversee hiring, training, development, and discipline.
- Oversee compliance and state reporting to ensure accountability and transparency in all assigned program areas.
- Contribute to district financial management, participating in the application of allocation guidelines for preK–12 schools.
- Coordinate district-wide implementation of goals, policies, and procedures across departments to align with strategic priorities.
- Ensure effective two-way communication between the Superintendent’s Office and schools, maintaining consistent messaging and feedback loops.
- Model and mentor district values, demonstrating commitment to equity, cultural responsiveness, and inclusive practices.
- Demonstrate strong leadership, management, and communication skills in all interactions and decision-making.

Marginal Duties and Responsibilities:

- Actively participate on advisory committees and other groups as assigned by the Superintendent.
- Assist the Superintendent in board-related work, including preparation of reports, materials, and presentations for the Board of Directors.
- Support positive community engagement, representing district administration with stakeholders and community groups, and seeking feedback on instructional programs.
- Build positive relationships with students and families, effectively navigating challenging circumstances to achieve successful outcomes.
- Perform the essential functions of the job in alignment with district goals and professional standards.
- Perform other related duties as assigned.

QUALIFICATIONS:

- Demonstrated inclusive leadership with a deep commitment to equitable outcomes for all students and staff.

- Proven record of success serving diverse school communities, including effective leadership experience as a K–12 principal or equivalent administrative role.
- Strong leadership and mentoring skills, with the ability to inspire, guide, and develop staff toward shared district and professional goals.
- Exceptional interpersonal and communication skills, with the ability to collaborate effectively and build trust across diverse teams and stakeholders.
- Skill in public communication, including presenting complex information clearly and confidently to educators, administrators, community groups, and the Board of Directors.
- Ability to manage inquiries and resolve concerns appropriately and professionally when interacting with staff, families, community members, and regulatory agencies.
- Demonstrated success in building culturally responsive systems and fostering an inclusive organizational culture.
- Ability to navigate complex organizational dynamics with diplomacy, clarity, and sound judgment.
- Commitment to continuous improvement, innovation, and reflective leadership.

EDUCATION and EXPERIENCE:

Masters' degree in education or related field and three years of successful experience in instructional practice and school administration

A minimum of three years of experience as a building principal

Successful experience working in a Hispanic serving institutions, organizations, or school community preferred

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: Duties are performed primarily in an office environment and frequently require attending meetings at multiple school and district sites. The position requires the ability to manage multiple priorities in a fast-paced, high-expectation setting.

Physical Demands: The position requires extended periods of sitting and computer use, as well as occasional standing, walking, and lifting of materials up to 25 pounds.

Schedule: This is a full-time, 12-month administrative position requiring flexibility in scheduling. Attendance at evening or weekend meetings, events, and Board sessions may be required.

Travel: Regular travel between district schools and offices is required; occasional travel outside the district for professional meetings, trainings, or conferences may be expected.

Other Conditions: The position demands a high degree of professionalism, discretion, and emotional intelligence when handling sensitive and confidential information.

EVALUATION

Performance of this job will be evaluated in accordance with the administrator's contract and Board Policy.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

Employee Name (print) _____ Date _____

Employee Signature _____