

POSTING DATE: February 19, 2019

NOTICE OF VACANCY
Associate Superintendent for General Education

SUMMARY:

The Associate Superintendent for General Education serves as the administrator and supervisor of essential functions within the service area of General Education. The Associate Superintendent is responsible for the administration of all programs, projects, personnel, budgets and services in the areas of curriculum, instruction, assessment, early childhood programming, health and prevention, career development and career-technical education, McKinney-Vento, technology integration, transition, school improvement, staff development, supervision and evaluation, strategic planning and REMC 21.

MINIMUM QUALIFICATIONS:

- Master's Degree in Education, Administration, Educational Leadership and/or related fields
- Valid Michigan School Administrator Certificate
- At least five years successful experience in K-12 teaching, administration and/or the educational field
- Ability to maintain satisfactory performance levels in all areas of the essential job functions listed below
- Background knowledge and experience in the areas of curriculum development, instructional practices, assessment (including state assessment), career development and career-technical education, technology, McKinney-Vento, grant writing, school improvement, transition, staff development and supervision, strategic planning and REMC 21

PREFERRED QUALIFICATIONS:

- Post graduate degree(s) in Educational Administration/Leadership
- Successful experience as a classroom teacher, teacher consultant and/or administrator and experience in curriculum development programs, school improvement, technology and staff development
- Successful experiences in all aspects of curriculum, technology, grant writing and coordination, budgets and developing strategic plans for school improvement and technology in schools
- Background and familiarity with current research in the areas of education
- Successful experience planning and conducting professional development activities and events
- Ability to work in a team-centered approach
- Ability to work effectively with several school districts, teachers, administration and local content area learning teams
- Demonstrated leadership and initiative locally, regionally and statewide
- Possesses excellent oral and written communication skills
- Knowledge regarding one or more educator/administrator evaluation frameworks
- Knowledge and background in the transition of children from school to real life roles and vocations
- Computer literate and technology savvy
- Group and meeting facilitation expertise
- Excellent organizational and management skills
- Ability to work in teams
- Flexible, innovative and creative

JOB DESCRIPTION – Associate Superintendent for General Education

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Serve as an active participant on core administrative Leadership Team for Marquette-Alger RESA
- Responsible for representing the agency as part of the Upper Peninsula Center for Education Development
- Supervise, develop, and evaluate teachers, consultants, classroom aides, support staff and other personnel in the General Education Service Area
- Serve as principal for Marquette-Alger RESA classroom programs
- Use data to inform instruction and planning including: the creation of individual learning plans for students and/or educators, and strategic plans for educational organizations
- Liaison with MiSTEM regional director and NMU Seaborg Math and Science Center
- Develop/maintain a peer network that will create and sustain a statewide support system for educators in the areas mentioned previously
- Represent Marquette-Alger RESA at General Educational Leadership Network
- Attend/participate in state/MDE updates related to areas of responsibility
- Provide leadership and input to local, regional, state, and national organizations on issues related to education with particular focus on curriculum, instruction, and assessment
- Grant writing, implementation, monitoring and reporting
- Data collection and evaluation as it relates to the grants process and the school improvement process
- Oversight and coordination of Multi-Tiered Systems of Support (MTSS)
- Position requires overnight travel for meetings and conferences
- Other duties as assigned
- Regular and reliable attendance is required

TERMS OF EMPLOYMENT: Full-time; Non-Union; Preferred start date: July 1, 2019

REPORTS TO: Superintendent

SALARY: Negotiable commensurate with qualifications and experience; Compensation includes full benefits package.

APPLICATION DEADLINE: 4:00 p.m. on March 29, 2019

Candidate is subject to Criminal History Records Checks.

Please submit a cover letter, resume, credentials, and MARESA employment application to:

Marquette-Alger Regional Educational Service Agency - Human Resources

321 E. Ohio Street

Marquette, MI 49855

or via email: mnordeen@maresa.org

Marquette-Alger Regional Educational Service Agency does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. Inquiries regarding the non-discrimination policies will be addressed by: Superintendent, MARESA, 321 East Ohio Street, Marquette, MI 49855 PH: 906/226-5102.

Distribution: Deborah L. Veiht, Superintendent
Kevin Carlson, Associate Supt – Finance
Debra Asano, Associate Supt. – TLTS
Tammy Nyen, Associate Supt. – Special Education

Chad Rowley, MEA
Amy Talo, MARESA ESP
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Chris Valma, AFSA