

Northern California Conference
Job Description

DATE:	July 1, 2015	Title:	Secondary Associate Superintendent
LOCATION:	NCC Office - Education	Salary:	\$
STATUS:	Full-time/Regular/Exempt	ERI Category:	17
REPORTS TO:	Superintendent of Schools	Percent:	

SUMMARY: Serves as associate superintendent in the Education Department.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Responsible for Teacher Certification.
 - a. Reminder to teachers.
 - b. Processing Professional Activity Credit, including sending out a notice on various hours of authorized activities during the school year.
 - c. Processing certification applications.
 - d. Monitoring each teacher's certification status.
 - e. Monitoring salary status and making changes to salaries as necessary when the certification status changes.
2. Chairs the Secondary Credit Review Committees.
 - a. Writes minutes.
 - b. Sends individual school letters.
 - c. Enforces the votes of the committee.
3. Chairs the NCC Secondary Curriculum Committee.
4. Maintains a library of books on the secondary textbook list.
5. Coordinates WASC accreditation for all secondary schools
6. Ensures that all secondary schools annually approve an athletic philosophy statement.
7. Authorizes the distribution of interest from the School Equipment Endowment Fund.
 - a. Junior Academies – 50%
 - b. Senior Academies – 50%
 - c. Every third year: Elementary schools – 50%; Junior Academies – 25%; Senior Academies – 25%
8. Serves as a member of and/or attends the following boards/committees/meetings:
 - a. NCC Board of Education
 - b. Pacific Union Conference Secondary Curriculum Committee
 - c. Pacific Union Spring and Fall Education Councils
 - d. Appointments to committees or meetings called by the Pacific Union Office of Education.
 - e. North American Division Superintendents/Teachers Meetings.
 - f. NCC Office of Education Staff Meetings.
 - g. Other meetings/committees as called or appointed to by the NCC administration or the NCC superintendent of schools.
 - h. Pacific Union College Education Day and La Sierra Education Day as assigned.
 - i. NCC Principals' Council.
 - j. School boards of those schools coordinated and others as needed.
 - k. MAST, FAST, JET, and any other NCC Education DNA committees.
9. Coordinates schools as assigned and assists them as follows:
 - a. Attends school board meetings as necessary.
 - b. Makes classroom visits for the purpose of supervising the teachers.

- c. Evaluates teachers/principals according to Pacific Union policy. (Teachers in schools with three or more teachers are to be evaluated by the principal.)
 - d. Monitors the financial statements and board minutes.
 - e. Serves as the advisor to the Personnel Committee of each board and chairs the committee as appropriate.
 - f. Assists and advises the principals as appropriate, especially in the areas of finance and personnel.
 - g. Monitors the payment of monthly billing due the conference.
10. Keeps the superintendent of schools informed of issues relating to the schools coordinated, especially when there are potential problems and legal issues.
 11. Assists in the needs of all NCC schools when requested by either the school administration or the superintendent.
 12. Assists in the school evaluation process by serving either as chair or member of school evaluation teams.
 13. Assists in the recruitment and transfer of personnel for the NCC K-12 schools.
 14. Assists the superintendent in coordinating the New Teacher Orientation programs and other meetings as necessary.
 15. Assists in the development of the K-10 curriculum.
 16. Assists in the coordination of the Office of Education web site.
 17. Assists the superintendent with all Inservice activities.
 - a. Recommending Inservice activities.
 - b. Informing the field of various Inservice opportunities.
 - c. Helping the superintendent to arrange Inservice speakers/programs.
 - d. Making preparations for Inservice sites and activities.
 18. Meets the needs of the field by:
 - a. Conducting professional growth opportunities in counsel with the superintendent of education.
 - b. Responding to urgent needs from NCC schools where the expertise of an associate superintendent is requested.
 - c. Initiating, encouraging, and evaluating experimental programs in terms of specific needs.
 - d. Providing leadership in the development of long-range plans for education in areas such as school evaluation, curriculum, facilities, personnel, and Inservice education.
 - e. Conducting or participating in pilot studies in cooperation with the General Conference or Pacific Union Offices of Education.
 - f. Being prepared to fill speaking appointments at church services, Home and School meetings, graduations, etc.
 - g. Being available to meet the emotional needs of the teachers when they are hurting (e.g. when their child has been injured, or a divorce is imminent).
 19. Performs other duties as assigned by the superintendent of schools or the NCC administration.

JOB REQUIREMENT:

This position requires strict confidentiality. The employee must refrain from accessing confidential information not specifically required for his/her duties. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information and from discussing sensitive information with coworkers, friends, family members, or other associates without a legitimate "need to know" and/or proper authorization. The employee must follow documented protocols in transmitting confidential information.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability, and physical requirements necessary to perform the job.

Education and/or Experience

A Bachelor of Arts or Bachelor of Science degree required, Master's degree preferred, SDA Administrative

Credentials with Superintendent Endorsement and two years' experience is desired. (Another equivalent combination of education and experience may be substituted.)

Language Skills

Must be able to read and write functional English. Must possess the ability to read, analyze, and interpret documents, as well as the ability to respond effectively to very sensitive inquiries or complaints.

Mathematical Skills

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must possess the ability to read charts and graphs.

Computer Skills

Must be proficient in Microsoft Office Suite (Word, Excel, Outlook). Must possess computer literacy for internet research and knowledge of applicable programs and software.

Reasoning Ability

Must be able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and a variety of abstract and concrete variables.

Certificates, Licenses, Registrations

None required. (Must be a member of the Seventh-day Adventist Church, in good standing.)

Other Skills and Abilities

Must be able to relate to diverse groups of people (cultural, gender, age, etc.). Must be a team player and be able to work in a team-like environment. Must have good written and verbal communication skills, as well as the ability to listen carefully. Must possess adaptability and demonstrate creative responses to setbacks and obstacles. Must show personal management and motivation to work toward goals. Must demonstrate group and interpersonal effectiveness, cooperativeness, and teamwork, and be able to negotiate disagreements. Regular attendance is required.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment is usually an office setting with a moderate noise level. Essential responsibilities are performed primarily in a sedentary and comfortable manner. Work area is well lighted and ventilated.

***** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**