

# Anoka Hennepin Independent School District #11

**Job Title:** Deputy Superintendent

**Reports to:** Superintendent

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## Job Summary

The Deputy Superintendent provides strategic leadership in the planning, development, and execution of district-wide educational programs, policies, and initiatives. This role assists the Superintendent in driving academic excellence, ensuring compliance with state and federal regulations, and fostering a collaborative, inclusive, and equitable learning environment. The Deputy Superintendent serves as a key advisor to the Superintendent and may act in the Superintendent's capacity during absences.

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## Key Responsibilities

### 1. Leadership and Strategic Planning:

- Assist in formulating and executing the district's strategic plan in alignment with the School Board's goals and priorities.
- Collaborate with other district administrators, school principals, and department heads to ensure the effective delivery of educational programs.
- Actively participate in decision-making processes, providing recommendations for improvement, growth, and policy development.

### 2. Supervision and Staff Development:

- Supervise, mentor, and evaluate assistant superintendents of schools, executive directors, and other staff to ensure high performance.
- Lead professional development initiatives and foster a culture of continuous improvement across the district.
- Collaborate with Human Resources to ensure effective staffing, hiring, and talent management strategies.

### 3. Learning and Achievement:

- Oversee the development, implementation, and evaluation of the district's curriculum, instruction, and assessment practices to enhance student achievement.
- Ensure alignment of educational programs with state standards and district goals.
- Monitor data on student performance and provide recommendations for instructional adjustments to improve outcomes.

### 4. Operations and Budget Management:

- Collaborate with the Chief Financial Officer and other senior staff to oversee the development and management of the district's budget.
- Collaborate with the Chief Operations Officer to ensure the efficient and effective use of district resources, such as facilities, transportation, and technology services.
- Work to secure funding and grants to support district initiatives and programs.

### 5. Community and Stakeholder Engagement:

- Serve as a representative of the school district, building strong relationships with parents, community organizations, business leaders, and other stakeholders.
- Communicate the district's goals, successes, and challenges to the public and media as needed.

- Foster a collaborative and inclusive environment for all students, staff, and families, to fulfill the primary mission of Anoka-Hennepin Schools to effectively educate each of our students for success.
6. **Policy and Regulatory Compliance:**
- Ensure compliance with state and federal education regulations, as well as district policies.
  - Stay informed of changes in education laws and regulations, advising the Superintendent and Board of Education on their impact.
  - Develop and implement district-wide policies that promote high achievement for all students, learning opportunities that meet the individual learning needs of each student, and safe and respectful learning environments.
7. **Crisis Management and Conflict Resolution:**
- Assist in managing crises, including handling emergency situations, addressing school safety issues, and leading efforts for conflict resolution among stakeholders.
  - Serve as the district's point person in the absence of the Superintendent, addressing issues and making key decisions as needed.
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## Qualifications

- **Education:** Master's or Doctoral degree in Education Administration, Educational Leadership, or a related field.
  - **Experience:** Minimum of 10 years of experience in education, with at least 5 years in a senior leadership role, such as principal, director, or assistant superintendent.
  - **Certifications:** MN Superintendent license.
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## Skills and Competencies

- Strong leadership and management skills with a focus on educational outcomes.
  - Deep knowledge of curriculum, instruction, and assessment practices.
  - Excellent communication and interpersonal skills, with the ability to engage a variety of stakeholders.
  - Budgetary and operational management experience, including strategic resource allocation.
  - Expertise in policy development, staff supervision, and performance evaluation.
  - Commitment to being a public school system of excellence.
  - Strong decision-making, problem-solving, and conflict resolution abilities.
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## Physical Requirements and Work Environment

- This role may require travel between schools and district offices.
- Must be able to work extended hours, including evenings and weekends, as needed.