



**POLICY 4600**  
**ROLE OF THE ASSISTANT**  
**SUPERINTENDENT**

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**POLICY:**

The Superintendent of Schools will assign responsibilities to the Assistant Superintendent regarding School District and school operations, the achievement of Board of Education’s goals, and defined School District priorities.

As a member of the School District’s senior leadership team, it is expected that the Assistant Superintendent remain current with best educational practices while promoting a high standard of professional leadership, effective relationships, and a commitment to success for all students.

**1. RESPONSIBILITIES**

The Assistant Superintendent will:

- 1.1 Support leadership development in schools.
- 1.2 Supervise an area/zone of schools.
- 1.3 Assist schools and their communities in resolving issues.
- 1.4 Work with school level leadership to develop, monitor, and adjust schools plans.
- 1.5 Assume portfolios as delegated by the Superintendent.
- 1.6 Act on behalf of Superintendent when the Superintendent is unavailable.
- 1.7 Perform such other duties as assigned by the Superintendent.

Immediate supervisor: Superintendent of Schools