



Montezuma-Cortez School District RE-1
EVERY STUDENT. EVERY DAY.

Position: Assistant Superintendent

Our Vision

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21st century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

Position Summary: This position reports to the Superintendent and supports the Superintendent in all aspects of District leadership including implementation of the district strategic plan, community and stakeholder engagement, and board engagement. The Assistant Superintendent is responsible for leading and overseeing the district's human capital strategies, financial management, communications, health and safety, and key operational departments.

Typical Responsibilities:

1. **District Strategic Leadership.** Plays a key leadership role, along with the Superintendent, in the refinement and implementation of the district strategic plan and strategic direction. Supports the Superintendent in all aspects of district leadership.
2. **Human Capital Strategies.** Provides direction and oversight to the district human resources department to increase staff recruitment, retention, and satisfaction and ensure the district meets and exceeds all legal requirements. Provides direction and oversight to the district's self-insurance program in a manner that promotes fiscal prudence and employee wellness.
3. **Financial Management.** Provides direction and oversight to the district finance department to ensure the district operates with a multi-year financial plan that aligns resources to the district's strategic plan goals; operates on an annual balanced budget; operates with effective capital and general reserves; and complies with all applicable finance laws and regulations.
4. **Communications and Community Outreach.** Leads development of district communication strategies and plan. Ensures district communications are timely, relevant, professional, and aligned to the district strategic plan and branding.
5. **Operational Oversight.** Provides direction and oversight to the district operational departments including transportation, nutrition services, facilities, and maintenance to ensure safe and efficient operations in support of the district's academic mission.
6. **District Health and Safety.** Provides direction and oversight to all district safety efforts including the annual review and update of the district's safety plan, district-community safety team, district safety drills, annual safety training, and the hiring and supervising of the district safety coordinator. In addition, the Assistant Superintendent supervises the director of health to ensure effective implementation of health services across the district.

Candidate Profile:

Education and Certification:	<ul style="list-style-type: none"> • Bachelor’s degree in education, Public Administration, Business or another related field required. Master’s degree preferred. • Principal license preferred
Experience and Skills:	<ul style="list-style-type: none"> • Experience in K-12 education at a district leadership level required. • Experience in Human Resources preferred. • Knowledge of Colorado School Finance preferred. • Knowledge of school safety preferred. • Effective interpersonal, human relations and communication skills • Supervisory and management experience required
Culture and Fit:	<ul style="list-style-type: none"> • Commitment to the mission and values of Montezuma Cortez Re-1 • Desire to work as a member of a dynamic team. • Openness to feedback and willingness to share ideas. • Maintains and models high standards of personal and professional integrity and confidentiality

Supervisory Duties: Director of Nutrition Services and Director of Technology.

Reports to: Superintendent of Schools

Contacts: Administrators, employees, Board of Education, parents, and community stakeholders.

Physical Requirements and Working Conditions:

The physical demands, work environment factors and mental functions described below 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.

Physical Activities:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Listen				X

Weight and Force Demands:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount Of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct				X
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

Work Environment:	Amount of:			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Exposure to bodily fluids		X		

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

Noise Level:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.

NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

Title IX Coordinator and Compliance Officer (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135
titleIXcoordinator@cortez.k12.co.us

504 Compliance Officer (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118
504complianceofficer@cortez.k12.co.us

M-CSD RE-1 School Governance Policies can be found on our website at:
www.cortez.k12.co.us/our-district/board-of-education/policies

CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

Coordinador del Título IX Oficial de Cumplimiento (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135
titleIXcoordinator@cortez.k12.co.us

504 Oficial de Cumplimiento (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118
504complianceofficer@cortez.k12.co.us

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:
www.cortez.k12.co.us/our-district/board-of-education/policies

11.28.23 DKR

Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2*, JB, JBA, JBA-E, JBB*, JII-R

NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.