



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Assistant Superintendent**  
Job Family: **Certified Administrative**  
Prepared/Revised Date: **February 26, 2026**

FLSA Status: **Exempt**  
Pay Range: **F Schedule – Grade B**  
Job Code: **10201**  
Days: **260**

**SUMMARY:** Responsible for providing leadership, supervision, development, and management of Poudre School District (PSD) schools and principals in up to three district feeders and support directors in the academic departments, including Early Childhood Education, Athletics and Activities, Integrated Services, School Services, Student Services, Curriculum & Instruction, Career & Innovation, Professional Learning and Educator Effectiveness, and Language, Culture and Equity. Ensure the articulation of high-quality educational opportunities through a systems-oriented preK-12 framework by collaborating closely with the Assistant Superintendents, Academic Cabinet, central departments, and feeder systems. Participate in the visioning and implementation of strategic initiatives through involvement with the Superintendent and Cabinet.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Supervise, mentor, and evaluate a team of administrators who are responsible for the delivery of high-quality education and services to all Poudre School District students.
2. Create internal structures, processes, and protocols that improve student access to educational services.
3. Develop and implement a plan to operationalize PSD's Unified Improvement Plan (UIP) across schools. Set student achievement goals for the District's schools and identify and report on strategic metrics tied to those goals.
4. Support District diversity and equity initiatives and operationalize these initiatives consistently at and across school sites.
5. Support and participate in the development of parameters, guidelines, and processes for integrating community resources and partnerships that align with PSD's goals and strategic initiatives.
6. Develop opportunities to implement PSD's strategic initiatives equitably across schools.
7. Participate as a key administrative advisor to the Superintendent to foster effective communications and contribute to the decision-making process.
8. Develop and implement board policy for all instructional matters.
9. Support and implement the Board's ends statement and Superintendent's Policies by collaborating closely with schools and central office administrators.
10. Direct a team of educators in focusing on increasing student achievement and acquiring full district accreditation.



11. Assist with the development, monitoring, and implementation of district strategic initiatives.
12. Function as Poudre School District's representative on contractual and instructional arrangements.
13. Support Budget Manager and Controller in district-wide budget planning and implementation.
14. Implement and monitor district, school, and student safety plans.
15. Support and implement all Poudre School District's policies, procedures, and expectations.
16. Conduct school site visits to develop standards, establish priorities, and set goals for improving student achievement, teacher development, and the performance of schools.
17. Facilitate professional development for administrative staff to maximize student achievement and school improvement efforts.
18. Commit to providing personal and professional excellence.
19. Function as Superintendent in his/her/their absence.
20. Provide leadership, supervision, development, and management of academic department directors.
21. Work with PSD charter schools as needed.
22. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's degree in School Administration, Education, or related field
- Doctorate degree preferred
- Minimum of five years of educational administrative experience required
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Colorado Principal or Administrator's License

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong interpersonal and public relations skills required
- Knowledge of current PSD vision and strategic goals
- A belief that all students are capable of learning
- Strong facilitation and project management skills
- Ability to collaborate inter-organizationally as well as with community partners and union associations
- Excellent oral and written communication skills
- Knowledge of Every Student Succeeds Act and other applicable regulations/mandates such as IDEA and the READ Act
- Knowledge of learning processes, models, theories, and educational technologies, trends, and developments
- Knowledge of measurement and assessment principles, concepts, methods, and techniques
- Knowledge of budget development and analysis
- Knowledge of all charter school contracts



- Ability to build consensus and commitment among individuals and groups, including students, staff, and community members
- Ability to supervise, motivate, delegate authority, and mentor staff in the extent of their responsibilities
- Ability to develop and present complex and diverse issues, proposals, and concepts in an understandable manner
- Ability to plan, direct, and implement educational and instructional programs
- Ability to manage confidentiality in all aspects of the job
- Ability to travel and meet with staff, students, families, and community members at district and community sites
- Ability to manage multiple priorities
- Ability to set high standards and achieve them
- Ability to show respect and sensitivity to individual needs/concerns
- Demonstrated concern for student and staff health, safety, and wellbeing
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Reports to:</b>	Superintendent	
<b>Direct reports:</b>	Principal	Approx. 15-19
	Director Athletics & Activities	1
	Director Career & Innovation	1
	Director Curriculum & Instruction	1
	Director Early Childhood	1
	Director Integrated Services	1



	Director Language, Culture & Equity	1
	Director Professional Learning & Educator Effectiveness	1
	Director Student Services	1
	Administrative Assistant	1

**NOTE: List of direct reports is a comprehensive list of positions that report to the three Assistant Superintendents. Supervisory responsibilities are divided amongst the three.**

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [ada@psdschools.org](mailto:ada@psdschools.org).*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	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 Time			
	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 Time			
	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			

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



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	