## Leadership Posting

## Superintendent
## Kwajalein School System
*Marshall Islands*

Application Deadline: May 15, 2024
Start Date: July 27, 2024

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# Kwajalein School System - Marshall Islands
## Position: Superintendent

**Description**

Under the direction of the Community Services Directorate and or applicable Manager, the School Superintendent is responsible for the operation, integration, coordination, and oversight of installation K-12 Education Services and programming.

**Major Job Activities**

- Evaluate all staff based upon their job descriptions.
- Evaluate and interview all qualified candidates for open KSS positions.
- Supervise and evaluate KJSHS Principal and GSES Principal and counselors per DoDEA Standard(s)
- Oversee and implement curriculum evaluation(s) and recommend new resource purchases to fully support
- Maintain records for the schools, including a system of financial accounts, business and property records, personnel records, school population and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of records per DoDEA 5015.02, DoDEA 5400.07 where possible.
- Assures that the regulations of the school are executed per DODEA Standards as close as possible: i.e., Comprehensive Assessment Program, Curriculum and Instruction, Education Policy &amp; Operations Division, Per DoD Directives, Regulations, and Instructions.
- Assists staff in the identification of student achievement goals and implements programs designed to achieve and evaluate progress toward meeting those goals. Per DoDEA Standards: i.e., Advanced Placement, Advancement Via Individual Determination, Career Technical Education, DoDEA College and Career Ready Standards for Literacy, Physical Education Programs.

- Supervises the development of systems for budget development, purchase of goods and services, accountability for expenditure of school funds, and analyses and reporting of the school's financial position to V2X.
- Direct the operations and activities of administrators; see that they effectively guide and coordinate the operations and activities per DoDEA Directive - Educational System where possible; secure their assistance in formulating internal objectives, plans and programs; evaluation / job performance.
- Develops and implements plans for dealing with emergencies and takes the necessary steps in time of emergency to safeguard students, staff, residents and school property.
- Official visit to programs during school hours of operation. Finical Planning of all academic programs for staff annual training requirements as required per DoDEA Directive - Managers' Internal Control Program Procedures, DoDD 1342.20
- Coordinates management of funds and resources for the installation K-12 program.
- Approves the procurement of facility, program, and playground supplies, equipment and furnishings.
- Initiates and maintains partnerships with on-post organizations serving children and youth.
- Establishes and maintains an active program of parental involvement, providing parent education opportunities and encouraging parent observation and participation.
- Serves as Subject Matter Expert on all Installation K-12 matters.
- Prepares reports, surveys, and briefings for command and installation on matters pertaining to K-12 education per PWS and TDP.
- Participates in SAC meetings by preparing requested materials and analyses of issues brought to the board, and present school recommendations for consideration by Command.
- Performs other duties as assign

**Skills**
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledgeable of how to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- Must be able to read, write and speak the English language with proficiency.
- Requires a collaborative work style, fostering cooperation, and teamwork.
- Must exercise discretion and good sound judgment.
- Must have high level of proficiency in the use of MS Office and/or other related applications.
- Knowledge of Maximo preferred

**Qualifications**
- Minimum Qualifications: One year related experience may be substituted for one year of education, if degree is required.
- Masters degree, with minimum of 20 semester hours in Education Administration/Educational Leadership.
- Doctorate in Education Administration/Educational Leadership is preferred.
- Principal Certificate from one of 50 states or DoDEA. Superintendent's certificate preferred.
- Must be CAC eligible and/or able to obtain a Common Access Card (CAC)
- Must be a U.S. Citizen

**Experience:**

- Five years of experience as a school administrator
- Knowledge of management analysis, personnel development, and oversight of K-12 schools
- Ability to plan and organize work, analyze problems to identify significant factors, gather pertinent data and recognize solutions.

## Application Instructions

Interested candidates must apply through the ISS EDUrecruit portal ®.

Candidates new to **ISS EDUrecruit®** should register for an account to apply. Once logged in, you will be prompted to submit the following confidential materials on or before May 15 , 2024 | 11:59 pm EST

- Cover letter expressing interest and qualifications for this position
- Current CV / Resume (please do not include your photo)
- Three confidential supervisory references requests to your EDUrecruit profile from the last seven years, including one from your current post.

The school reserves the right to close the application process earlier than the above noted date based on the candidate pool and evolving recruiting timelines. For technical assistance with your application, or for more information, please email Mr. Matt Gerber.

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