

Assistant Superintendent

LM's vision is to be a leader in the PreK – 12th grade educational experiences of excellence and character. Through local and global connections in a Christ-centered community lives will be transformed and our world changed.

LM's mission is to provide PreK – 12th grade education in a diverse community that nurtures students to become creative and innovative learners who are prepared for college, career and life. Centered in Christ and committed to educational excellence, students are empowered to change the world through Christ-like love, peacemaking and service.

LM's core values are that together we will change the world by:

- Seeking Jesus Wholeheartedly
- Living Compassionately
- Building Bridges of Peace
- Cultivating Global Citizens
- Nurturing Curiosity and Creativity
- Empowering Lifelong Learning

Summary of Position

The Assistant Superintendent will report to the Superintendent and serve on the Administrative Team. The Assistant Superintendent will be responsible for three main areas of focus: Culture Shaping, Curriculum & Administration, and Human Resources. Through these three areas of focus, they will articulate and support LM's mission, vision and core values, provide leadership, organized management and support of principals, faculty, parents and students. They are responsible for facilitating, managing and maintaining a positive people-centric culture of care.

Areas of Focus

Culture Shaping

1. Fully support and articulate LM's vision, mission and core values.
2. Demonstrates anti-racism and cultural responsiveness to socio-economic diversity and facilitates, manages and maintains a positive people-centric culture of care of all peoples as an expression of Christian faith.
3. Supports LM's campus principals' management of program providing support through restorative justice practices as well as relationship building with faculty by attending meetings, devotions, celebrations or activities. Participate in restorative meetings with parents to support principals with conflict resolution.
4. Champion LM's mission and values by interacting with parents, outside agencies, businesses and the community to enhance the understanding of LM initiatives and priorities, including but not limited to:
 - a. Lead and develop project management process for developing and sustaining pathway partnerships with Community Based Organizations (CBO).
 - b. Outwardly generate discussions about LM's culture and people to achieve LM's strategic interest to elicit support and assistance.
 - c. Maintain a network of peer contacts through professional organizations.

Curriculum & Administration

5. Provides management, oversight, and facilitates the academic program, professional development schedule, textbook review and purchase, curriculum rotation, assessments and budgeting. Additional details provided [here](#).
6. Supervises the Athletic Director and the Assistant Athletic Director who manages LM summer camps and the Lancaster Mennonite Youth Athletic program.
7. Attends Administrative Team meetings, School Board meetings, IU13 Administrative meetings and other LM events as assigned by the Superintendent, as well as submitting board reports.
8. Lead, oversee and implement LM's Title IX.

9. Lead the accreditation process through Cognia and Mennonite Education Agency Accreditation.

Human Resources

10. Leads and guides HR including, but not limited to, hiring, training and retention. Additional details provided [here](#).
11. Oversee, maintain and assist with the implementation of LM's Crisis Management Plan.
12. Work closely with the Superintendent on the strategic plan to develop annual goals and objectives consistent with LM's strategic priorities and goals.
13. In collaboration with the Superintendent, maintain and update a leadership succession plan for the group and proactively identify new leaders.
14. Perform other duties as assigned.

Requirements and Qualifications

1. A Master's degree in Education with a Supervisory Certificate in Curriculum and Instruction preferred, along with a minimum of five years of education experience.
2. Participation in a local Christian church and fully support LM's mission, vision, core values and Anabaptist tradition.
3. Excellent verbal and written communication skills, organization skills and attention to details.
4. Strong analytical and problem-solving skills along with the ability to prioritize tasks and delegate them when appropriate.
5. Excellent interpersonal, negotiation and conflict-resolution skills.
6. Solid understanding of educational software systems such as PowerSchool, Schoology, Atlas, SeeSaw as well as Google Suite.
7. Ability to attend school events that occur during the school day and/or evening, including but not limited to, open houses, concerts, athletic competitions, parent nights, homecoming and professional development.