



**THOMPSON SCHOOL DISTRICT
ADMINISTRATIVE / PROFESSIONAL/TECHNICAL
JOB DESCRIPTION**

Job Title: Assistant Superintendent - Learning Services
Prepared Date: April 25, 2025
Work Year: 260 days
Department: Learning Services
Reports To: Superintendent
Salary: APT Salary Schedule B – Range 20

- The starting salary for Range 20 is \$151,600 - \$219,521
- The posted salary range is what an employee would expect to reach with longevity in the District. New employees would expect an offer between the beginning to midrange of the salary range depending on relevant experience.

Benefits: Health, dental and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, three K-8 buildings, sixteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschoools.org to learn more.

SUMMARY:

Reporting directly to the Superintendent, the Assistant Superintendent of Learning Services is responsible for leading all aspects of the district directly related to its core instructional mission. The Assistant Superintendent of Learning Services serves the general direction of the Superintendent to provide leadership in planning developing, maintaining, and evaluating the district's curriculum and instruction; to coordinate, organize, perform duties dealing with instructional support, supervision, budgeting, investments, and professional development; collaborate with instructional program leadership and is responsible for representing the best interests of the Pre K-12 school programs; provide direct supervision of staff responsible for curriculum and instruction development; provide leadership to the District in complying with federal and state laws and regulations; is a member of the Superintendent's Cabinet. The Assistant Superintendent of Learning Services serves as a liaison to the Board of Education, community groups, parents, departments, schools, and various district groups and committees. The Assistant of Learning Services collaborates with the district leadership team members and researches, communicates, and implements short-term and long-term educational planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop the strategic direction of the district related to teaching and learning. Plan and lead the district's educational programs with input from appropriate departments, organizations, and other stakeholder groups, ensuring that Colorado education standards are met or exceeded and are aligned with board of education and superintendent directives. Drive and support the integration of technology into content areas.
- Establish and maintain effective working relationships with key district staff, governmental agencies, school districts, community groups, and other stakeholders in support and furtherance of district initiatives and to maximize the effectiveness and serve on the Superintendent's Cabinet.
- Maintaining effective working relationships with the Learning Services Team.



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- Oversee and ensure planned and positive outcomes of all areas of control, including but not limited to improvement of district graduation rates; improvement in student growth on state and district assessments; reduction of achievement gaps between pupil subgroups; development of new programs; oversees district-wide program of curriculum review and development; career and technical education; post-secondary planning; Early Childhood Programming; continuation of equity, diversity & inclusion practices.
- Guides individual professional development experiences for Principals via the evaluation process.
- Oversee the design and implementation of strategies, programs, and services that help meet the needs of all learners including professional development.
- Direct the development of the District Unified Improvement Plan and supervise the writing of School Unified Improvement Plans. Provide leadership and consultation to individual schools as needed.
- Develop, train, mentor, and evaluate Executive Directors of Elementary Schools, Secondary Schools and Student Support Services (3) and Directors of Assessment and Evaluation and Curriculum & Learning Design (2).
- Supervises the instructional and professional development programs.
- Provides leadership for instructional programs.
- Assist principals in the planning and implementation of effective programs of supervision and evaluation.
- Designs, recommends, carries out educational initiatives; disseminates and interprets the results to administrators, teachers, and parents as appropriate.
- Supervises and coordinates the work of curriculum resource consultants.
- Provides guidance in the selection and use of textbooks and other instructional materials.
- Acts as a liaison with other school districts, universities, and State Department personnel in order to keep abreast of new educational developments and ideas.
- Keeps current with educational developments and the literature in the field of education and participates in the affairs of state and national professional societies devoted to the advancement of education.
- Collaborates with the Principals in the development and implementation of School and District Unified Improvement Plans.
- Assists with all assessment and accountability programs, data analysis and interpretation.
- Build and lead effective teams to achieve ambitious goals.
- Assess team and individuals' skills, identifies development needs, and provides feedback and support to improve practice, build capacity, and maximize talent.
- Build and lead a highly effective, innovative learning services department that is assessed on the ability to continually improve instructional practices.
- Promote professional learning and utilize effective adult learning techniques.
- Lead team to collaborate with other departments, teams, and stakeholders.
- Support the superintendent as the designee as needed in their absence
- Perform other duties as assigned

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING:

- Master's degree plus additional coursework required for certification or licensure in administration, Ph.D. preferred.



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EXPERIENCE:

- Minimum of five years of experience in the area of school leadership preferable at the district level
- Minimum of 3 years of building-level leadership experience preferred
- At least 3 years of successful teaching experience.
- Advanced experience in organizational behavior and development, planning, school district management, educational policy, and communications.

SKILLS, KNOWLEDGE, & EQUIPMENT:

- Knowledge of education research, supervision, budget, business, and grants.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Possess a valid Colorado Administrative License or Colorado Principal License
- Possess a valid Colorado Driver's License.

CONTACTS:

Daily contact with district staff. Weekly contact with superintendent's cabinet, administrators, teachers, and coordinators to coordinate services and update communication. Monthly contact with Board of Education and various committees and groups to better deliver appropriate services.

SUPERVISION:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. This position is responsible for the hiring process. This position is responsible for approximately 12 employee evaluations including learning services directors and assists with the evaluation of other district administrators when needed. In addition, this position is responsible for both budget development and accountability.

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 DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. Candidate is regularly required to speak and listen. The employee frequently is required to stand; walk; sit and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.



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NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.

Employment is contingent upon successful completion of the post-offer screening process, including a background check and completing interview questions through SparkHire.