

Tech Item / Device	Number
HP Omni Pro 110 Ai0	12
HP Compaq 6000 Pro Ai0	22
HP Probook 4530s	5
Dell Latitude D531	54
Dell OptiPlex 7440 Ai0	30
HP100B All-In-One	45
Lenovo ThinkCentere	18
HP ProOne 600	8
HP Compaq Pro 6300	17
Lenovo N22 Chromebook	49
Lenovo 300e	14
HP Probook 4545s	3
DTK Powermaster Battery	25
Acer N15V2	4
Dell Inspiron P2ST	9
Acer N16C1	5
HP Pavilion G4	1
HP G62	1
Dell Latitude 3340	11
Lenovo Idea Pad 5415 Touch	5
MicroSoft Surface 3	2
Dell Latitude 3330	2
ASUS C300s	1
Dell Latitude 3350	3
Lenovo Think Pad SL500	6
Polycom Sound Station IP 6000	3
HP ProBook	10
HP Elitebook	5
Ring Central IP Phone Sound Point IP 450	61
Cisco Catalyst 3560 Series PoE 24	4
Cisco Catalyst 3550 Series	1
Cisco C3KX-MN-1G Network Mod	1
HP Pro 3420	3
HP W2408h	1
HP Docking Station A7E32AA#ABA	24
HP Docking Station B9C87UT#ABA	14
HP Cromebook II G8	6
Lenovo Think Pad T480	1

# Assistant Superintendent of Instruction and Student Services

Reports to: Deputy Superintendent  
Job Classification: Certified  
Governing Board Approval: April 2022

Division: C & I  
Job Site: School



## JOB SUMMARY

At Maricopa County Regional School District, we believe all students can experience academic and social success. As the Assistant Superintendent of Instruction and Student Services, you will oversee the district's instructional vision. Your leadership will be a driving factor in MCRSD's goal of achieving "Education Re-Imagined" through the implementation of teacher-powered, student-centered schools. With the absence of school principals, you will have the opportunity to leverage your leadership skills with all stakeholders to coordinate school administrative and instructional systems in order to allow teachers the necessary autonomies needed to focus on the instructional program. Your positive relationships with students and families will ensure a safe environment and ignite a passion for learning. Likewise, maintaining and creating strong partnerships with community members will support the ongoing collaboration needed for continual student recruitment and the planned expansion of the instructional program. This will include the creation of a replicable school model for future campuses.

---

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop teacher leadership skills.
- Support teacher leaders to effectively manage assigned autonomies.
- Facilitate school-level strategic planning meetings.
- Oversee school behavior management program.
- Communicate district updates to schools on regular basis.
- Serve as a point of contact for parent concerns.
- Serve as point of contact for community outreach.
- Build and maintain partnerships with area schools, districts, and community businesses to support recruitment efforts.
- Build and maintain community partnerships to leverage donations and philanthropical support to expand financial sustainability.
- Collaborate with district staff and school staff to develop a seamless system for completing school-focused state-reporting systems including budgets, instruction, and assessment. • Collaborate with the Assistant Superintendent of Operations to support the management of school services.
- Collaborate with the Assistant Superintendent of Operations to ensure campus security and safety systems are high quality, effective, maintained, and comply with local ordinances. This includes but is not limited to, fire ordinances, traffic ordinances, and neighborhood ordinances.
- Develop a replicable school model and guides to support future schools interested in teacher-powered structures.
- Act as the teacher of record for the high school curriculum as needed.
- Perform other duties as assigned.

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

- Valid Fingerprint Clearance Card
- Arizona Teacher and Principal Certification
- Master's Degree
- 3-5 years experience as high school principal
- 5-7 years teaching experience in STEM-related field and/or using project-based learning
- 3-5 years experience using a restorative approach to student discipline
- Experience presenting competitive abstracts at professional conferences in the education field.

**PREFERRED EDUCATION AND/OR EXPERIENCE:**

- Knowledge of Teacher-Powered initiative
- Experience working in alternative school setting
- District-level leadership
- Bilingual in English/Spanish

**KNOWLEDGE, SKILLS AND ABILITIES:****Knowledge of:**

- Ability to work and make decisions effectively and independently with minimal supervision, enabling the team to meet student achievement targets
- Knowledge of digital learning programs
- Knowledge of high school credit acquisition and graduation requirements
- Skilled at providing feedback to team members to improve professional skills
- Ability to establish and maintain effective working relationships with all school personnel and community partners
- Ability to communicate clearly and concisely, both orally and in writing

**Core Competencies:**

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** *The physical demands described here 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.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee must use hands, arms, and fingers to input data, handle, feel, or reach; the employee may occasionally push or lift up to 50 lbs. such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as reading handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision, and depth perception.

The noise level in the work environment is moderate to loud and can vary in temperature. The nature of this position is fast-paced and may occasionally be thought of as stressful. Through interaction with the public and other district employees, the employee may encounter different scents.

**EDUCATION RE-IMAGINED.**

Maricopa County Regional School District sets itself apart from other public schools by granting autonomy to the people with the greatest understanding of what the students need. The teachers.

**OUR APPROACH:**

Building a culture of caring is our first priority. We all learn better when we feel cared for and know we are wanted in the community. We believe teacher-student relationships are everything.

We take safety very seriously. From teaching prevention to preparing for emergencies, our students are cared for and protected.

It is our great privilege to immerse our students in creative inquiry every day. We think learning new things and making discoveries are awesome and we pass that feeling to our students.

When students leave us, they will be more curious than when they arrived and more prepared for the next phase of their life. Whether that is higher education, career training, or the job of their dreams. We prepare our students to their choices are limitless.

#### **NOTICES**

The statements in this job description describe the essential function and requirements as assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job descriptions are subject to change. Employees must be able to pass a pre-employment drug test and extensive fingerprint and background checks. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, gender identity gender expression, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. MCRSD is committed to providing access and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation in the application process, contact Dr. Michael Stewart, Assistant Superintendent of Operations, at 602-452-4700 at least 3 days in advance.

# MCRSD IT Coordinator



**Reports to:** Assistant Superintendent of Operations  
**Classification:**  
**FSLA Status:** Full-time, Non-exempt position

**Job Site:** District  
**Supervisory Responsibilities:** None  
**Governing Board Approval:**

## JOB SUMMARY

The Maricopa County Regional School District, led by the Maricopa County School Superintendent Steve Watson, is *re-imagining the teaching and learning experience* and is seeking an individual who truly enjoys working with passionate people in an entrepreneurial, fast-paced, sometimes ambiguous environment. This is a hands-on position with responsibilities that range from strategic and long-range planning and implementation of system-wide technology solutions to providing one-on-one, and group training and support. Experience working in the education field is important for understanding how technology supports educational outcomes, where technology-funding sources can be accessed, and that a culture of collaboration and creativity can support success. (MCRSD) is a school district with multiple campuses and a transient student population. This job reports to the Assistant Superintendent of Operations.

▪

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees functioning of the district's technology operations to ensure an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support the district's routine administrative and educational functions.
- Directs the installation of technology systems and tools (e.g., hardware, software, systems, wiring, specialized applications, and tools) for the purpose of ensuring the safe, timely, and efficient installation of technology equipment and services.
- Manages procurement, inventory, and surplus of technology equipment, systems, and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the district's technology objectives and that equipment is properly inventoried or surplus consistent with local, district and state regulations.
- Manage a technology work order system.
- Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents, and others consistent with district operating guidelines and regulations.
- Works with staff to identify and find solutions to issues, manages tech issues, and/or works with outside entities to ensure technology issues are resolved.
- Communicates technology-related activities in a timely manner to all stakeholders.
- Monitors technology budget and expenditures to ensure that allocations are accurate, expenses are within budget limits, and that fiscal practices and Board of Education policies are followed.
- Prepares a wide variety of documents, reports, and materials (e.g., reports, policy and procedure documents, emails, memos, correspondence, budget, specifications, plans and drawings, analysis and test results, and cost estimates) for the purpose of providing necessary information to support district operations, including reporting internally and externally to the state or federal agencies, and other entities as required by the district, state and/or federal regulations.
- Researches outside funding opportunities and grants for the purpose of providing additional funding to enhance technology within the district.
- Supports the implementation of operational and educational technology initiatives (e.g., new systems, educational programs, hardware) for the purpose of assisting with the delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training, and providing information to others to ensure successful implementation.
- Teach planned lessons using a variety of resources and materials, including 1:1 computers, virtual reality, games, toys, and other hands-on manipulatives for conceptual understanding.
- Collaborate with Teacher Leaders to assess learning and communicate results to students, parents, and other professionals.

- Supervise youth and be responsible for the safety, personal conduct, care, and rehabilitation of the youth.
- Perform other duties as assigned

<p><b>MINIMUM EDUCATION AND/OR EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>● Bachelor's degree preferred.</li> <li>● Minimum 5 years of progressively responsible experience in developing, installing, and maintaining information systems.</li> <li>● Demonstrated ability to communicate with and work well with all levels within an organization, specifically working effectively within the culture and processes used in educational organizations.</li> <li>● Strong understanding and experience setting up, configuring, and managing network components. Not limited to managed switches, manage an enterprise wireless network with multiple APs, and manage network operating systems.</li> </ul>	<p><b>PREFERRED EDUCATION AND/OR EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>● Proven ability to work effectively with parent, community, and staff on various organization-wide and Technology Advisory Committees.</li> <li>● Strong understanding and experience working with group policies, security groups, and network login scripting.</li> <li>● Setup and operational knowledge of Microsoft and Mac OS X experience/knowledge advantageous.</li> </ul>
--	--

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Knowledge of classroom technology, including SmartBoards, clickers, document cameras, sound systems, projectors, etc., is a strong plus.
- Knowledge of student data systems (i.e., Infinite Campus, Schoology), a strong plus.
- Basic understanding of HTML, website development, and maintenance required within a Google for Education Domain.
- Ability to negotiate and work with vendors and consultants.
- Culturally responsive teaching techniques
- Trauma responsive teaching techniques
- Causes of juvenile delinquency and current methods of juvenile offender treatment

**Skilled in:**

- Relationship building
- Excellent troubleshooting skills and the ability to narrow down the cause of an issue and determine a solution
- Differentiating the learning environment
- Google Classroom

**Ability to:**

- Collects and disposes of various surplus equipment, components, and cables no longer in service, broken, or obsolete.
- Works in conjunction with key IT Staff to provide hardware and software support, including software and hardware upgrades, troubleshooting and basic equipment repair
- Supports the relationship between the Maricopa County Regional School District and the public by demonstrating courteous and professional behavior when interacting with students, parents, visitors, and school staff

**Core Competencies:**

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** *The physical demands described here 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.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee must use hands, arms and fingers to input data, handle, feel or reach; employee may occasionally push or lift up to 50 lbs. such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision and depth perception.

The noise level in the work environment is moderate to loud and can vary in temperature. The nature of this position is fast-paced and may occasionally be thought of as stressful. Through interaction with the public and other district employees, the employee may encounter different scents.

### **EDUCATION RE-IMAGINED.**

Maricopa County Regional School District sets itself apart from other public schools by granting autonomy to the people with the greatest understanding of what the students need. The teachers.

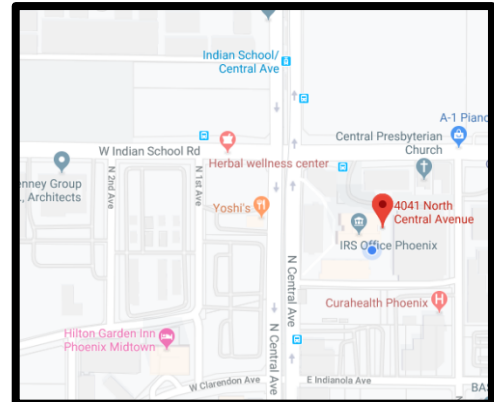
### **OUR APPROACH:**

Building a culture of caring is our first priority. We all learn better when we feel cared for and know we are wanted in the community. We believe teacher-student relationships are everything.

We take safety very seriously. From teaching prevention to preparing for emergencies, our students are cared for and protected.

It is our great privilege to immerse our students in creative inquiry every day. We think learning new things and making discoveries are awesome and we pass that feeling to our students.

When students leave us, they will be more curious than when they arrived and more prepared for the next phase of their life. Whether that is higher education, career training, or the job of their dreams. We prepare our students so their choices are limitless.



### **NOTICES**

The statements in this job description describe the essential function and requirements as assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job descriptions are subject to change. Employees must be able to pass a pre-employment drug test and extensive fingerprint and background check. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, gender identity gender expression, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. MCRSD is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Michael Stewart, Assistant Superintendent of Operations, at 602-452-4700 at least 3 days in advance.

Month	Donor	Donation	Donation Value
December	Albertson	\$2500 for rewards and breakfast	\$2,500
February	ACF	\$15,000 for Hope Electives	\$15,000
February	Pappas Klds ( NBA)	\$240,000 for Innovative programs for Hope	\$240,000
Dec- Feb	Midwest	Pallets of food and drinks	
Dec	Pappas Klds	Sweatshirts and 80 \$25 Amazon Gift cards for students	\$2,000
Dec	Marni Landry	\$400 Tax Credit	\$400
February	Lisa McClellan	\$200 Tax Credit	\$200
January	Daniel Christensen	\$400 Tax Credit	\$400
December	Laura Harnish	\$400 Tax Credit	\$400
December	Mark Liss	\$400 Tax Credit	\$400
December	Rita	\$400 Tax Credit	\$400
		Total Donation	\$261,700
Prepared by Dina Cutler			2/13/23
Accepted by Steve Watson Signature:			
Date:			