

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

DEPUTY SUPERINTENDENT

QUALIFICATIONS:

- (1) Master's Degree in educational leadership from an accredited educational institution
- (2) Ten years experience in public education, at least three of which must have been as an administrator.
- (3) Certified in educational leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to lead and manage the design, implementation, and evaluation of instructional programs and curriculum. Ability to analyze departmental operations and procedures. Ability to direct and supervise personnel services. Knowledge of group dynamics, consensus-building, problem-solving, and conflict resolution. Knowledge of school finance, budgeting, and resource allocation. Knowledge of and ability to interpret School Board policies, state and federal laws, and rules. Ability to communicate effectively to a wide variety of audiences in both oral and written forms. Knowledge of instructional protocol.

REPORTS TO:

Superintendent

JOB GOAL

To act in the Superintendent's absence. To assist the Superintendent substantially and effectively by providing leadership direction for the District and provide oversight for strategic planning and implementation of strategic plans.

SUPERVISES:

Assigned District support staff and personnel department staff

PERFORMANCE RESPONSIBILITIES:

- (1) Act in the absence of the Superintendent and keep the Superintendent informed of all activities, problems, and issues involved in assigned areas of responsibility, updating sessions.
- (2) Provide leadership, direction, and oversight of schools and District services.
- (3) Provide leadership and direction for strategic planning.
- (4) Facilitate processing ideas and seeking problem resolutions which, in turn, become the basis for District-wide planning.
- (5) Facilitate solutions to inter school and division problems and provide feedback and monitoring for those supervised.
- (6) Maintain a close working relationship with District administrators to ensure information exchange and the coordination of efforts for effective school operations.
- (7) Assist department heads in planning and related initiatives.

**Board Approved December 14, 1999
Amendment Board Approved April 15, 2003**

DEPUTY SUPERINTENDENT (Continued)

- (8) Facilitate principal participation in District-level management functions.
- (9) Assist the Superintendent in developing agendas for School Board meetings.
- (10) Assume day-to-day duties of the Superintendent, as assigned, in order that the Superintendent has time for planning, development and community interaction.
- (11) Provide leadership for the development and implementation of School Board Policies.
- (12) Assist the Superintendent with maintaining a positive working relationship with the School Board.
- (13) Facilitate effective community relations.
- (14) Assist in the preparation for and conduct of collective bargaining negotiations.
- (15) Assist in the development of administrative guidelines.
- (16) Ensure that there is close articulation among District-level functions.
- (17) Assist in the development, implementation, and evaluation of leadership development training programs.
- (18) Conduct/coordinate major initiatives as assigned by the Superintendent.
- (19) Prepare all required reports and maintain all appropriate records.
- (20) Serve on the Superintendent's Leadership Team.
- (21) Assist in the preparation of the budget.
- (22) Coordinate the work of the Superintendent's Leadership.
- (23) Maintain close communications with the Superintendent and be sensitive to his/her leadership style.
- (24) Coordinate and manage the District staffing plan, wage, and salary development.
- (25) Oversee the teacher certification process.
- (26) Provide advice to the Superintendent as to the personnel status of the school system and the wise use of personnel resources.
- (27) Coordinate and manage the function of personnel services of the School District including recruitment, employment, reappointment, performance appraisal, contracts, counseling, personnel research, certification, leaves, and retirement systems.
- (28) Coordinate and manage the preparation of personnel and security reports, both of internal management use and for state and national requirements.
- (29) Supervise the evaluation process of all personnel within the department of personnel services as well as overall supervision of the evaluation of personnel within the school system.
- (30) Assist the Superintendent in organizational analysis and development.
- (31) Coordinate and manage the development and implementation of personnel policies and procedures.
- (32) Serve as advisor to supervisory personnel in the resolution of personnel problems in their area of responsibility.
- (33) Assist with development of job descriptions and evaluations systems.
- (34) Conduct employment interviews for teaching personnel when required, exit interviews for retiring personnel and other conferences related to the personnel function.
- (35) Use effective, positive interpersonal communication skills.
- (36) Perform other incidental tasks consistent with the goals and objective of this position.
- (37) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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DEPUTY SUPERINTENDENT (Continued)

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 17-18
12 months
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.