

DEPUTY SUPERINTENDENT, ADMINISTRATIVE SERVICES

DEFINITION

The Deputy Superintendent, under the supervision and direction of the Superintendent, shall be responsible for the following specific duties and activities.

EXAMPLES OF DUTIES:

Serves as the District's Chief Administrative Officer in the absence of the Superintendent. Serves as the advisor to the Superintendent pertaining to personnel management and employer/employee relations' problems, issues and concerns, and serves as District Chief Negotiator. Serves as Superintendent and Board Secretary in the Superintendent's absence. Plans, organizes, develops, and recommends policies and regulation statements and operational procedures and guidelines. Assist the Superintendent in the development of the annual budget for the District. Serve as directed on the Board of Education's team in the negotiating process with certificated/classified representatives. Interprets District programs and policies to staff and community. Assists principals with administrative issues requiring District Office involvement. Assists schools to meet requirements of No Child Left Behind Act. Assists the Superintendent in the identification and selection of leadership personnel. Develops operational procedures for the District; recommend and review procedures for the allocation of staff, and conduct special studies as authorized. Plan and implement staff development programs for all managers regarding the application of approved labor contracts. Secure the appropriate legal advice on issues as needed for the District. Monitor and evaluate all current educational issues and maintain active contact with local, state, and national professional groups. Works closely with city, community, institutions of higher education, and other public and private agencies (as the Superintendent's designee) on the development of partnerships and projects that benefit District and agency. Provide assistance, guidance, and supervision to the Assistant Superintendents. Development of District goals. Direct and supervise all K-12 Principals. Assist principals with administrative issues requiring District Office involvement. Direct long-range plans for the future Bond measure.

REQUIRED QUALIFICATIONS

Knowledge of:

Principles, practices, trends, goals, and objectives of public education. District and school organization, operations, policies, and objectives. Research based programs that address student achievement in all identified subgroups. Has knowledge of state content standards. Has knowledge of program improvement guidelines including NCLB. Has knowledge of processes used by FCMAT/CDE as it relates to the school district. Principles and practices of management. Current applicable laws, codes, regulations, policies, and procedures. Organization, management, planning and evaluation strategies, techniques and procedures; research and development strategies, processes and techniques. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Assistant Superintendent, Personnel Services - contd.

Ability to:

Plan, organize, and administer district-wide educational programs. Plan, organize, develop and implement budget planning and expenditure control processes and procedures. Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective. Evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions and make effective and timely decisions. Establish and maintain cooperative organizational, public and educational community relationships. Interpret, apply and explain rules, regulations, policies and procedures. Analyze situations and needs effectively and adopt effective courses of action. Supervise the performance of assigned staff. Demonstrate effective communication skills both orally and in writing. Meet schedules and timelines; work independently with minimal direction.

Training and Experience:

Five years of District level management experience in personnel administration, preferably including two years of experience in a Merit System school district. Graduation from an accredited four-year college or university is required, and a Master's Degree in school administration, public administration, business administration, or a closely related field is desirable.