

Job Title: Associate Superintendent

Wage/Hour Status: Exempt

Reports to: Superintendent

Pay Grade: Admin Pay II

Dept. /School: Central Administration Office

Days: 227 Days

Supervises: Direct Reports and Support Staff

Purpose: Provide oversight, planning, organizing, and implementation of relevant strategic initiatives. May represent the Superintendent in the Superintendent's absence as needed. Will provide leadership for the effective and efficient operation of the Athletics Department, Human Capital, Operations Department and the Executive Directors of Leadership.

Qualifications:

Education/Certification:

- Master's Degree, Doctorate preferred
- Administrative Certification required, Superintendent Certification preferred

Special Knowledge/Skills:

- Ability to effectively mediate
- Highly effective team building skills
- Process management
- Knowledge of computer-based applications for program effectiveness and efficiency
- Ability to evaluate staff and programs
- Ability to manage budget and personnel
- Ability to coordinate district functions
- Ability to implement policy and procedures
- Ability to interpret data
- Strong communication, public relations, and interpersonal skills
- Sensitivity and orientation to identify systemic issues
- Diplomacy skills
- Project management
- Time management
- Benchmarking
- Trouble shooting and creative system orientation solutions
- Highly developed analytical skills

Experience:

- Five years' experience in educational leadership roles
- Three years' experience as an assistant superintendent or equivalent role (preferred)
- Alternatives which the Superintendent may deem appropriate

Major Responsibilities and Duties:

Program Management

1. Communicate with the Superintendent regarding all relevant actions and developments.
2. Develop and oversee employee engagement initiatives.
3. Oversee relevant strategic initiatives with a primary focus on actions affecting the value chain that typically require cross-functional resource allocation.
4. Provide technical assistance in needs assessment activities focusing on group and individual factors essential to planning of a relevant action.
5. Develop relevant management systems and approaches to planning and evaluation.
6. Assist in developing effective systemic change strategies for operations.
7. Provide assistance in design and establishment of performance standards.
8. Assist in the selection of administrative personnel.
9. Work with division supervisors in cooperative planning.
10. Work with appropriate staff to develop, maintain, and revise programs and processes based on systematic review and analysis.
11. Plan the necessary time, resources, and materials to support accomplishment of goals.
12. Ensure that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
13. Participate in the district-level decision making processes to establish and review the district's goals and objectives.
14. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives.
15. Provide oversight for all policies and procedures.
16. Oversee relevant matters of litigation.
17. Serve as chairperson for Medical Trust Fund.
18. Oversee all district contracts, agreements, and memorandums of understanding.
19. Develop relevant management systems and approaches to planning and evaluation.
20. Assist in developing effective change strategies for program operations.

21. Provide assistance in design and establishment of performance standards for district, campus, and students.
22. Supervise areas of responsibility for proper accounting to local, state, and federal agencies.
23. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs.
24. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
25. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
26. Attend all Board meetings.
27. Other duties as deemed necessary by the Superintendent.

Policy, Reports, and Law

28. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in areas of responsibility.
29. Compile, maintain, and present all physical and computerized reports, records, and other documents as needed for the successful implementation of initiatives.

Budget

30. Administer relevant budget and ensure that initiatives are cost effective and funds are managed prudently.
31. Compile budgets and cost estimates based on documented programmatic needs.

Personnel Management

32. Prepare, review, and revise job descriptions for areas of responsibility.
33. Evaluate job performance of assigned employees to ensure effectiveness.
34. Assist with recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal. Assist with the implementation of the designated teacher appraisal system.

Communication

35. Provide for timely and effective two-way communication with administrators, teachers, staff, parents, and community.

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- 36. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
 - 37. Monitor professional research and disseminate ideas and information to other professionals.

Community Relations

- 38. Articulate the district’s mission, strategic initiatives, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district’s mission.
- 39. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
- 40. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.

Supervisory Responsibilities:

Supervise and evaluate the performance of direct reports and support staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I have read, understand, and attest to the above description and funding relating to my daily activities.

Signature _____

Date _____