

**Assistant Superintendent of Operations**  
**New Hanover County Schools**

**Job Description**

**Class: Administrative**

**Dept: Office of the Superintendent**

**TITLE: Assistant Superintendent**

**QUALIFICATIONS:**

1. Master's degree or equivalent combination of education and experience in construction, facilities and maintenance management or a related professional area.
2. Five or more year's successful experience and demonstrated leadership ability with administration of public system operations.
3. Other qualifications as the superintendent and board may find appropriate.

**REPORTS TO:** Superintendent

**JOB GOAL:** To perform a variety of supervisory and administrative tasks in directing and carrying out matters pertaining to the operation of the New Hanover County School System.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to operational issues.
2. Act as liaison with the Board, other divisions of the school system and other agencies and organizations on matters related to facilities, construction management, transportation, technology, child nutrition and maintenance.
3. Advise the Superintendent on all matters concerning the operations of the school system.
4. Respond to inquiries for interpretation from the school system staff on matters not clearly covered by regulation, policy or legislation.
5. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special projects, monitoring attendance and travel reports and granting leave.
6. Prepare and deliver written and oral presentations on school system operations and related issues to the Board of Education, principals, parents, community groups; attend regular meetings of the Board; conduct staff meetings, attend other related meetings.

7. Attend and participate in local, regional, state and national meetings and conferences to keep abreast of current and emerging developments in all administrative functions and school construction management.
8. Assume leadership role on the senior staff; assist with long-range strategic planning; assist with developing system-wide budget, plans, policies and activities; perform various duties assigned by the Superintendent.
9. Oversee budget preparation and budget implementation process for assigned personnel.
10. Provide to the Superintendent and the Board of Education budget information regarding special projects.
11. Perform other duties and responsibilities as requested by the Superintendent.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/Contract/FLSA Exempt

**Starting Salary and/or Grade:** SA VII

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of principles, procedures and practices of public school operations.
- Thorough knowledge of federal, state and local laws, rules and regulations governing public school facilities.
- Thorough knowledge of personnel and management principles, practices, and techniques as they relate to the administration of policy development, employee relations and related services.
- Comply with confidentiality requirements and ethical guidelines for local, state and federal laws, policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.