

**Deputy Superintendent  
New Hanover County Schools**

**Job Description**

**Class: Administrative**

**Dept: Office of the Superintendent**

**TITLE: Deputy Superintendent**

**QUALIFICATIONS:**

1. Master's degree in Administration, N.C. Administrator's Certificate or equivalent combination of education and experience.
2. Seven or more years of progressively responsible experience in public school administration, preferably as a director of district wide programs with students, staff, parents and the public.
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 the New Hanover County School system's Division of Student Support Services and assisting the Superintendent substantially and effectively in the task of providing leadership in achieving and maintaining best possible educational process and services.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Direct the planning, development, coordination and evaluation of operations for the student support/related services department, Public Relations and General Counsel including establishing system goals.
3. Work closely with administrators, teachers, students and parents relative to suspensions, expulsions and student discipline.
4. Direct investigations, analysis and method formulation for handling special projects; evaluate final results; review various reports and perform special projects; advise and consult with Board of Education, Superintendent and senior staff on a variety of non-routine matters.
5. Keep informed of government statutes, regulations and rules; recommend changes in policies and procedures which may be needed due to a change in provisions of the law.

6. Assume leadership role on the senior staff; assist with long-range strategic planning; assist with developing system-wide budget, plans, policies and activities; performs various duties assigned by the Superintendent.
7. Prepare and deliver written and oral presentations on student support and related service issues to the Board of Education, principals, teachers, parents and community groups; attend regular meetings of the Board; conduct staff meetings, attend other related meetings.
8. 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.
9. 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:** Salaried Administrator 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 administration.
- Thorough knowledge of federal, state and local laws, rules and regulations governing public school.
- Thorough knowledge of personnel and management principles, practices and techniques as they relate to the administration of student support, 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.