



Job Description Assistant Superintendent

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 260 Days

Experience Required: Six (6) years related work experience.

Minimum Education Requirements: Master's degree in a related field.

Department: Central Office Administration.

Direct Supervisor: Superintendent.

Primary Work Location: Office setting.

Certification: Administrative certificate required.

Job Summary: Assists the Superintendent with running the daily operations of the school district and serves as the Chief Financial Officer.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

Assistant Superintendent Duties:

- Provide direct and sustained support to the Superintendent for division-wide efforts.
- Serve as "Superintendent's Designee" as assigned during the Superintendent's absence.
- Articulate and model the mission and vision of the Superintendent in all school business, communications, and strategic planning.
- Supervise the middle and high school principals and give input to elementary principals.
- Supervise the Director of Technology.
- Assist in bond election preparation and long-term goals of the district.
- Supervise Director of Operations.
- Supervise food nutrition program.
- Supervise transportation services.
- Supervise coordinator of security.
- Advise and provide leadership for all school level and central office administrators at the discretion of the Superintendent.
- Serve as a mentor and coach to division leaders to facilitate individual and organizational improvement.
- Assist in budget decisions.
- Oversee safety efforts of the District and make safety recommendations.
- Participate in all Board of Education closed sessions.
- Maintain licensure at the state and/or national level and assumes responsibility for professional growth.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

Effective Date:



Job Description Assistant Superintendent

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Elementary and secondary education and special education principles, practices, and procedures.
- General school management and an understanding of current instructional practices and needs.
- Principles and methodology of effective teaching and administration.

Skills

- Strong written and oral communications and relational skills.
- Following and relaying complex oral and written instructions, policies, and procedures.
- Deliver articulate oral presentations and written reports.
- Motivate, develop, and direct people as they work, identifying the best people for the job.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Effective Date:



Job Description Assistant Superintendent

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date