

Title: Assistant Superintendent of Administration (FLSA Exempt)

Performance Responsibilities Design and Evaluation-Assumes responsibility for the design and evaluation of administrative aspects of the entire School System.

- Accepts from the Superintendent such of his/her responsibilities as the Superintendent chooses to delegate to him/her, and assumes full responsibility for discharging them.
- Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
- Reports regularly to the Superintendent on any developments or problems within the System coming to his/her attention and requiring the Superintendent's awareness or action.
- Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements for the System.
- Participates in the process of site selection and acquisition and the development of architectural plans.
- Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
- Assists in planning for new construction by participating in preconstruction planning conferences.
- Supervises inspection of new building construction.
- Visits all construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed.
- Performs all other duties as assigned by Superintendent.

Leadership-Assumes leadership for directing the work of all administrative employees in the School System.

- Works with the Director of Maintenance and Custodial Services in establishing guidelines for the division of responsibility for maintenance personnel.
- Works with the Director of Maintenance and Custodial Services in evaluating the performance of personnel and plans and provides in-service training experiences as required.
- Coordinates vacation schedules for supervisory personnel including Director of Maintenance and Custodial Services.
- Consults with the Superintendent in regard to the possible suspension of any employee.
- Works with the Director of Maintenance and Custodial Services in examining school buildings on a regular basis for needed repairs and maintenance.
- Works with the Director of Maintenance and Custodial Services to establish and recommend priorities on repair projects.
- Ensures that standards consistent with all applicable laws concerning maintenance are maintained at a minimum.
- Directs the maintenance of all buildings and grounds as to cleanliness and safety.
- Attends Board meetings and attends and presides over such other meetings as the Superintendent designates.
- Conducts staff meetings as needed to interpret changes in Board policy or administrative rules.

Management-Implements practices and procedures to maintain an effective School System.

- Prepares and submits reports and other documents as required by the Superintendent and the Board.
- Keeps informed of and interpret all laws, regulations, statutes, rules and policies affecting his division.
- Supplies information requested through questionnaires or otherwise to other School Systems, teachers, colleges, etc.
- Receives all law suits and works with the Board Attorney and Risk Manager to see that they are properly handled.
- Maintains records on all law suits and keep current of the status of each suit.
- Reviews and approves for payment bills submitted by building contractors, testing laboratories, consulting engineers and surveying firms.
- Receives and maintains insurance policies secured by contractors and verifies appropriate coverage for public liability, property damage, fire and worker's compensation.
- Works with architects in executing all contract documents for construction projects and works with appropriate personnel in maintaining all construction contract files.
- Works with appropriate personnel in advertising for bids for all construction projects.
- Investigates reports of faulty workmanship or materials in new construction and takes appropriate action under the terms of the guarantee.
- Makes recommendations on time extension requests, assessment of liquidated damages, and reviews color schemes submitted by architects.
- Investigates problems involving property adjoining school construction project sites.
- Investigates street utility improvements adjoining school property.
- Explores possibilities in state and federal grants for extending work for which no local funds are available.
- Keeps accurate records of sick leave and vacation leave for Director of Maintenance and Custodial Services and Maintenance Foremen.

Student Services- Initiates practices designed to promote the success and well-being of students.

- Meets with parents and students concerning suspensions, arranging to meet parents from the Slidell area in Slidell whenever possible.
- Meets with Superintendent in expulsion hearings for students.

School/Community Relations-Initiates procedures which ensure effective school/community relations.

- Receives students and/or parents or other interested members of the public, individually or in groups, formally or informally, and listens to their complaints, grievances and problems.
- Works to resolve conflicts smoothly, promptly, efficiently, effectively, painlessly, and as justly as possible.
- Establishes effective liaison with the various offices and agencies within the community that may provide specialized or professional help to students and their parents and serves as the referral agent to those offices and agencies.
- Coordinates required inspections and related engineering program with public agencies.

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participate in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications: United States citizen or authorized alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and mental stamina and ability to perform job functions, tasks and duties.

Terms of Employment: 12 months

Reports to: Superintendent of Schools

Supervises: All personnel designated by Superintendent

Job goal: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.