

St. Tammany Parish School Board
Department of Personnel
JOB DESCRIPTION

Division: Administration

Department

Title: Associate Superintendent (FLSA: Exempt)

Performance Responsibilities

Design and Evaluation - Assumes responsibility for the design and evaluation of all aspects within his division of the School System.

- Serves in the absence of the Superintendent.
- Accepts from the Superintendent such of his responsibilities as the Superintendent chooses to delegate to him, 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 School System coming to his attention and requiring the Superintendent's awareness or action.
- Develops, maintains, and coordinates procedures that will ensure safe, clean, and functional facilities.
- Assists in overall planning for all construction projects.
- Performs all other duties as assigned by the Superintendent.

Leadership - Assumes leadership for directing the work of all employees within his division of the School System.

- Oversees the operations within his division of the School System including student and facilities planning, construction and maintenance, food service, child welfare and attendance, transportation, finance, budgets and purchasing, risk management, and information technology.
- Directs and supervises all financial management, technology, administrative support, long-range planning and capital improvement, and financial services of the district.
- Conducts staff meetings as needed to interpret changes in Board policy or administrative rules.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.

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

- Prepares and administers the departmental budgets under his supervision.
- Prepares and submits reports and other documents as required by the Superintendent and the Board.
- Keeps informed of and interprets all laws, regulations, statutes, rules and policies affecting his division.
- Receives all lawsuits and works with the Board Attorney and Risk Manager to see that they are properly handled.
- Maintains records on all lawsuits and keeps current of the status of each suit.
- Devises comprehensive and effective systems of record keeping in accordance with the particular needs of the division and the policies, regulations, and laws affecting the division.
- Works cooperatively with leaders of city, parish, and state governmental agencies in integrating and coordinating individual efforts into a unified program for the district.

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

- Meets with parents and students concerning suspensions.
- Facilitates the expulsion hearing process and keeps the Superintendent abreast of hearings results.

School/Community Relations - Initiates procedures that 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, 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 programs with other public agencies.

Professional Development - Plans for professional self-development.

- Uses evaluations to grow professionally.
- Remains abreast of developments and innovations in the field by reading current literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
- Participates 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 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.