

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

**ASSISTANT SUPERINTENDENT OF SUPPORTING SERVICES**

**POSITION:** Assistant Superintendent of Supporting Services

**REPORTS TO:** Superintendent of Schools

**LOCATION:** Division of Supporting Services

**NATURE OF WORK:**

The Assistant Superintendent of Supporting Services is responsible for planning, organizing, directing, and reviewing the functions of the Division of Supporting Services, which includes the following departments: capital planning, design and construction, food and nutrition services, maintenance, operations, transportation, information technology, facility coordination, health, physical education, and athletics. Work will include collaboration with the Deputy Superintendent on instructional oversight, specifically in the area of instructional technology initiatives. Duties include supervising professional, certificated, managerial, technical, and clerical support staff. The work is performed under the general direction of the Superintendent of Schools.

**ESSENTIAL FUNCTIONS:**

- Provides leadership, direction, and supervision for the departments of capital planning, design and construction, food and nutrition services, maintenance, operations, transportation, information technology, facility coordination, health, physical education, and athletics, at the Division of Supporting Services for St. Mary's County Public Schools (SMCPS). Emphasis is on the administration and operation of the Division of Supporting Services.
- Formulates policy and development of school related procedures in the Division of Supporting Services for recommendation to the Superintendent.
- Oversees and coordinates the development of the operating and relevant grant budgets for the Division of Supporting Services and the capital improvement budget for SMCPS.
- Interprets and enforces SMCPS policies and regulations as they relate to support services.
- Understands the importance of staff development; works with each department within the Division of Supporting Services to develop a vision for on-going training to meet the position needs of the staff.
- Has a clear understanding of the liabilities associated with the various support functions such as contractual obligations for design and construction and transportation.
- Ensures that the school system complies with all federal laws and legal requirements of the State of Maryland, as well as with regulations and procedures established by the Board of Education, as they relate to the Division of Supporting Services.
- Knowledge of emergency preparedness regarding mitigation, preparedness, response, and recovery.
- Coordinate response to inclement weather and review of roads, parking lots, sidewalks, and all buildings. Make recommendations to the Superintendent regarding any schedule changes that may result.
- Understands the importance of strategic planning in the operation of supporting services.

**DUTIES AND RESPONSIBILITIES:**

- Develops both short and long-range goals and objectives for the Division of Supporting Services.

- Consults with the Superintendent, other key staff members, and the school community in the formulation of policies for the Division of Supporting Services.
- Ensures that the school system complies with all federal laws and legal requirements of the State of Maryland, as well as with regulations and procedures established by the Board of Education, as they relate to the Division of Supporting Services.
- Plans, directs, and monitors both the development and implementation of the annual and capital budgets for all departments within the Division of Supporting Services.
- Plans, directs, and coordinates programs within the auspices of the Division of Supporting Services and interacts with and integrates the needs of other departments across the school system.
- Provides overall direction to the Director of Maintenance in the development of a comprehensive maintenance plan for educational facilities in addressing general maintenance, preventative maintenance, and emergency repairs.
- Provides overall leadership and direction to the Director of Design and Construction for the implementation of all state and local capital improvement programs, and school construction projects.
- Provides overall direction to the Director of Capital Planning in the development of a long-term capital improvements program, site acquisition plan as necessary, educational facilities master plan, and implementation of an energy conservation plan.
- Coordinates a comprehensive pupil transportation program with the Director of Transportation to ensure the provision of transportation for students is in compliance with all federal, state, and local requirements.
- Directs the work and monitors the progress of the Operations Department, through the Director of Operations, to maintain energy efficient, clean schools and buildings.
- Represents the school system at various civic and professional organizations and meetings related to Division of Supporting Services issues, including all Board of Education meetings. Assists in the administration of negotiations with the employee bargaining units on behalf of the Board of Education.
- Assumes a significant leadership role in developing and implementing a program of staff development, fostering professional growth both within the schools and the Division of Supporting Services staff.
- Communicates with the public to resolve a wide variety of Division of Supporting Services related issues.
- Develops press releases and communication updates on various events, incidents, and projects for communication to the public and the Board of Education.
- Assures the integration of the ten-year school-by-school enrollment projections in long-range capital improvements planning documents.
- Coordinates with the Deputy Superintendent and the Director of Safety and Security to maintain a safe learning environment for students and responds to emergencies regarding mitigation, preparedness, response, and recovery.
- Provides overall leadership for the Department of Information Technology to maintain and enhance the ITS infrastructure to support the operations of the school system, while providing a secure environment that ensures data privacy and integrity and mitigates cyber-security threats.
- Provides overall direction to the Director of Food and Nutrition Services to ensure the provision of food services for students and the successful operation of a self-sustaining program.
- Provides oversight and leadership in the areas of health, physical education, and athletics, including long-term athletic facility planning, maintenance, repairs, and replacement facilities.
- Oversees the implementation of SMCPs use of facilities policies and regulations.
- Evaluates the directors within the Division of Supporting Services.
- Sets job performance standards and guidelines for employees in the Division of Supporting Services.

- Performs other duties as assigned by the Superintendent of Schools, to include observations, evaluations, and employee investigations of certificated administrative staff and teachers, and
- Serves as the Superintendent's designee for employee disciplinary proceedings and formally communicates findings and decisions.

**QUALIFICATIONS:**

- A Master's degree from an accredited college or university, required;
- Current endorsement from the Maryland State Department of Education for Superintendent I, required;
- Working knowledge of public school systems related to the following areas; capital planning, maintenance, operations, design and construction, facilities coordination, food and nutrition services, health and physical education; information technology, and transportation, required;
- Demonstrated ability to lead, plan, coordinate, direct, and evaluate the work of subordinate employees, required;
- Demonstrated exemplary skill in human relations and problem-solving, required; and
- Demonstrate through a writing sample at the time of the interview, evidence of excellent written communication skills, required.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule – Range I.

**BARGAINING UNIT ELIGIBILITY:** Confidential - Exempt

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