

# LYON COUNTY SCHOOL DISTRICT- HR Department

## Deputy Superintendent

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**Job Group:** Executive Cabinet

**Classification:** District Administration

**Terms of Employment:** Defined in Deputy Superintendent Employment Agreement/Contract. This is a salaried position with the salary negotiated upon employment.

**FLSA STATUS:** EXEMPT

**POSITION SUMMARY:** Under the general direction of the Superintendent, serves as Executive Cabinet Member of the District with supervisory and managerial responsibility over site administrators. This position provides administrative leadership; plans, organizes, directs and supports all assigned activities, as assigned by the Superintendent. This position acts as the designee of the Superintendent upon assignment and absence of the Superintendent. This position reports directly to the Superintendent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Participates in required district Board and committee meetings and other activities deemed necessary by the Superintendent.
2. Assists the Superintendent in resolving parent, staff, or community concerns and complaints; manages the complaint resolution process.
3. Provides general administrative assistance to the Superintendent in the execution of school district operations; coordinates and facilitates a wide variety of projects; assists in the development and prioritization of program planning for the improvement of the total district program.
4. Establishes, in conjunction with the Superintendent, administrative regulations to comply with adopted school board policies; assists in the interpretation and execution of the policies and regulations.
5. Directs, supervises, evaluates and facilitates the District Improvement Process; monitors achievement of short-term and long-range goals; assists in the determination of methodology for timely implementation.
6. Directs, plans, controls, and monitors the performance of assigned division components in conformance with objectives, plans, schedules, and budgets; works directly with other administrators in charge of administrative divisions in the execution of their specific responsibilities; accounts for variances and implements necessary corrective actions.
7. Coordinates curriculum and instructional improvement activities of the school sites through the respective administrator(s); visits school buildings and special programs.
8. In conjunction with the Superintendent, supervises and evaluates work of all assigned staff; develops recommendations for staff which may involve staff development, placement, dismissal, or reassignment of personnel in conjunction with the appropriate district staff personnel.
9. Develops agendas and compiles reports, information and recommendations as may be required by the Superintendent.
10. Maintains liaison and on-going communications with district staff and community and school

organizations to develop sensitivity to local attitudes and objectives; represents the district as assigned by the Superintendent; serves as a sounding board for the Superintendent and those with issues for the Superintendent's attention; attends conferences; makes public presentations.

11. Participates regularly in continuing education programs and stays current with the latest educational research and trends.
12. Develop, direct, and coordinate management and leadership programs for performance improvement.
13. Ensures that in-service training plans and activities meet system-wide needs and are focused on student achievement.
14. Facilitate and coordinate student services including, but not limited to expulsion hearings.
15. Models and ensures the effective monitoring of School Improvement Plans through site administration.
16. Assists the Superintendent in the coordination of all cabinet level personnel duties and responsibilities.
17. Facilitates the negotiation process with the Human Resources Director and the appropriate bargaining units.
18. Performs other related duties as assigned by the Superintendent.

#### **DISTINGUISHING CHARACTERISTICS:**

The high level of supervisory responsibility, the complexity of tasks assigned, and the high level of independence in carrying out duties distinguish this position. Due to the role in emergency response, this person may be required to be on call nights and weekends as assigned and approved by the superintendent.

#### **POSITION EXPECTATIONS (Knowledge, Skills, and Abilities):**

1. Extensive knowledge of school district policies and procedures, district regulations, and negotiated contracts as they pertain to District employees.
2. Ability to effectively communicate verbally and in writing.
3. Ability to coordinate and delegate operational assignments and duties to ensure adequate staffing and prioritize daily responsibilities, duties, and tasks.
4. Ability to maintain security of confidential employee information.
5. Ability to interpret laws, policies, and regulations pertaining to district operations.
6. Ability to write legibly and to prepare and maintain accurate records.
7. Ability to work independently and collaboratively as a team.
8. Ability to work under pressure and meet deadlines in a demanding and open office environment.
9. Ability to develop and apply operating and work procedures and recognize hazards.
10. Ability to supervise and evaluate employees.
11. Ability to work flexible hours or shifts.
12. Ability to work in confined areas and/or outdoors.
13. Ability to work cooperatively with administrators, employees, parents, students, community members, other District departments, and outside agencies.
14. Ability to recognize deficiencies and resolve conflicts within the scope of their authority.
15. Ability to efficiently use communication skills to promote and provide quality customer

service to the public.

**POSITION REQUIREMENTS: Education and Training:**

1. Master's Degree from an accredited college or university in school administration or other related field.

**Licenses and Certifications:**

1. A valid driver's license that allows the employee to legally operate a motor vehicle in Nevada.

**Experience:**

1. Minimum of five (5) years' experience in site level and/or district level administration.  
Preferred minimum of 5 years' experience in district level administration.

**DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:**

1. College transcript(s) or other equivalent.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Specific documented evidence of training and experience to satisfy qualifications.

**PREFERED QUALIFICATIONS:**

1. Doctorate degree in educational related field.
2. District level administration experience
3. Supervision experience, supervising large groups of employees.
4. Proficient in the use of Microsoft Office Suite, (e.g., Excel, Word, PowerPoint, etc.).
5. Financial knowledge and experience, including budgeting, reporting, and analysis.
6. Knowledge of Human Resources systems including investigations, collective bargaining and working with associations, state and federal complaint processes.
7. Demonstrated leadership, self-confidence, initiative, communication and problem solving skills.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files,

stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Medium to heavy lifting (25 to 100 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work may be performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

**Hazards:** Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIRMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting				
Crawling				
Kneeling				
Reaching above of body				
Reaching away from body				
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping				
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work				
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			

Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs	X			
Senses:				
Eyes				
Visually Demanding Work	x			
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_