

Lauderdale County Schools
Florence, AL

Job Description

Position: Assistant Superintendent

Department: Instructional & Business Operations

Reports To: Superintendent

FLSA Status: Exempt

Contract Days: 240 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Minimum: Master's degree in Administrative Education from an accredited college or university.
2. Certified in accordance with the Alabama State Board of Education requirements.

Purpose of Job

To assist the Superintendent with administrative functions and to provide leadership in those areas assigned by the Superintendent in support of the school system.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves in the absence of the Superintendent as Chief Administrative Officer as dictated.
- Attends school board meetings and prepares such reports on system programs and services as the Superintendent may direct.
- Assists with the development and implementation of the school system's annual budget.
- May serve as either the Director of Instruction Operations or Director of Business Operations.
- Plans and supervises a program for selection and assignment of the best qualified personnel, both Classified and Certified.
- Coordinates screening and reviewing of all applications received for a given job and identifying likely candidates.
- Confers with principals to determine needs for personnel of various classifications.
- Assists in coordinating the planning, design, and implementation of the administration, school facilities, and construction program of the school system.
- Assists in inquiries related to grievances submitted by employees, students, and patrons.
- Serves as a spokesperson to media representatives in the absence of the Superintendent.

- Oversees and administers employee evaluations.
- Provides direct support in the adoption and implementation of all board policies.
- Provides direct supervision to building-level leadership positions.
- Oversees state compliance review.
- Oversees AdvancED accreditation.
- Compiles, maintains, and files reports of all programs in assigned area(s) of responsibility.
- Plans, organizes, and implements district-wide training programs of personnel in assigned area(s) of responsibility.
- Serves as a resource person for all employees.
- Performs any and all other duties as assigned.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.