

SCHOOL DISTRICT OF DESOTO COUNTY

ASSISTANT SUPERINTENDENT

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree required, Doctorate preferred, from an accredited college or university.
- (2) Valid Florida Certificate in Educational Leadership or Administration/Supervision or School Principal.
- (3) Minimum of five (5) years' experience as a school-based or district-level administrator.
- (4) Minimum of three (3) years' successful teaching experience.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida School Laws, Florida Administrative Code, Administrative Rules and Regulations, and local School Board Policies. Knowledge of Employment and Labor Laws. Knowledge of FDLE investigative procedures. Skill in contract negotiations and conflict resolution. Skill in analyzing data from various sources in the decision-making process. Skill in maintaining positive interpersonal relationships with employees and the community. Ability to work cooperatively with state and local departments and agencies. Ability to plan, organize, and present information to the public. Ability to provide leadership and oversight to all district departments. Ability to multi-task and manage time effectively.

REPORTS TO:

Superintendent of Schools

JOB GOAL

To deliver substantial assistance to the Superintendent of Schools by providing leadership and oversight of all central administrative services, educational programs, and support services.

SUPERVISES:

District-Level Directors and School-Based Administrators

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Provide leadership and oversight to central office administrative services.
- * (2) Provide leadership and oversight to all district educational programs and related professional development
- * (3) Provide leadership and oversight to all district support services.
- * (4) Plan, recommend, and promote policies and programs which will support School Board objectives and the district Mission Statement.
- * (5) Assist the Superintendent in organizational analysis and development.
- * (6) Represent management in negotiating collective bargaining contracts by heading the negotiating team or providing input to negotiators.

ASSISTANT SUPERINTENDENT (Continued)

- * (7) Evaluate annually the performance of district-level directors.
- * (8) Evaluate annually the performance of school-based principals.
- * (9) Represent administration in critical risk management activities.
- * (10) Act as liaison for the DeSoto County Education Foundation.
- * (11) Handle employee grievances on behalf of the Superintendent.
- * (12) Facilitate coordination among district divisions/departments for the purpose of providing quality service to all stakeholders.
- * (13) Provide district-wide leadership for the implementation of all instructional programs.
- * (14) Assist the Superintendent in the selection process for all administrative applicants.

Inter/Intra-Agency Communication and Delivery

- (15) Provide the communication link between the schools/departments and the Superintendent essential to the decision-making process.
- * (16) Respond to inquiries and concerns in a timely and professional manner.
- * (17) Keep Superintendent informed of potential problems/events that could place the district at-risk.
- * (18) Serve on district, state or community committees as assigned or appropriate.
- * (19) Assist in the interpretation of programs, philosophy and policies of the district to staff.
- * (20) Work with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (21) Maintain a network of peer contacts through professional organizations.
- * (22) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- * (23) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (24) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- * (25) Maintains a high level of professional integrity and a strong work ethic.

Systemic Functions

- * (26) Serve as a member of the Superintendent's Leadership Team.
- * (27) Review relevant items for Board agendas.
- * (28) Represent the district in a positive and professional manner.
- * (29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (30) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (31) Develop annual goals and objectives consistent with and in support of district goals and priorities.

Leadership and Strategic Orientation

- * (32) Provide leadership and direction for assigned areas of responsibility.
- * (33) Provide support and guidance in the development of annual goals and objectives.
- * (34) Assist in implementing the district's goals and strategic commitment.
- * (35) Exercise proactive leadership in promoting the vision and mission of the district.
- * (36) Set high standards and expectations and promote professional growth for self and others.
- * (37) Represent the Superintendent in the performance of any duties as assigned.

ASSISTANT SUPERINTENDENT (Continued)

- * (38) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- * (39) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (40) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (41) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan or on special recommendation of the Superintendent.

Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Administrative Range X

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.