

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

DEPUTY SUPERINTENDENT OF SCHOOLS

POSITION: Deputy Superintendent of Schools

REPORTS TO: Superintendent of Schools

LOCATION: Office of Deputy Superintendent

NATURE OF WORK:

Under the direction of the Superintendent of Schools, the Deputy Superintendent of Schools is responsible for the management of the instructional program for all schools (PK-12).

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to work in assigned region in St. Mary's County: north, central or southern
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Coordinates the development of instructional programs for the school system and recommends changes in instructional programs for the school system to the Superintendent

- Coordinates and directs the work of staff who develop school system-wide programs and curricula to meet the varying needs of the school system
- Chairs committees which research, plan, and organize new curricula and programs
- Encourages the development, publication, and use of new instructional materials by the professional staff
- Provides for continuous evaluation and assessment of the school system's curricular and instructional programs to measure their effectiveness
- Acts as liaison with elementary, middle, and high school administrators and supervisors to coordinate curriculum planning and provide a logical transition through the grades for all students
- Maintains the school system's curricular program publications, including the scope and sequence of such programs
- Provides leadership to ensure understanding and promotion of the educational objectives of the school system as well as communicates the adopted curriculum to professional staff and maintains a list of approved instructional materials
- Provides guidance to, and works cooperatively with, staff members in the planning, administration, and evaluation of professional development activities
- Assists in the planning and implementation of programs designed to orient new members of the professional staff to the school system's curriculum and instructional programs
- Provides leadership and guidance for activities related to the acquisition of curriculum instruction grants and the implementation of programs related to such grants
- Stays apprised of governmental statutes, regulations, and rules relating to curriculum and instructional programs
- Represents the school system at meetings of such organizations and groups outside the school system
- Supervises and evaluates the performance of all directors, curriculum supervisors, and others, as directed by the Superintendent by setting performance goals annually to ensure a high level of competency
- Ensures that Curriculum Department needs are met by accurate budget preparation and monitoring.
- In the absence of the Superintendent, represents the school system at various civic and professional organizations and meetings, serves as the Superintendent's designee
- Works with leaders of all departments in integrating and coordinating individual efforts into a unified effort to achieve the mission, goals, and annual objectives of the school system
- Provides leadership, guidance, and direction for the development, implementation and evaluation of the PK-12 curriculum and the instructional program to support the implementation of the Maryland College and Career Readiness Standards
- Recommends programs of professional development required for quality instruction and implementation of curricular programs
- Interprets curriculum development activities and other curriculum projects to school personnel and to the public
- Assists in establishing goals and develops plans and procedures related to the operation of the curricular instructional program
- Coordinates the procedures for the review, selection, evaluation, and reconsideration of instructional materials
- Participates in the preparation of the operating budget pertaining to curriculum, instruction, and grants
- Prepares annual budget requests and analyzes fiscal matters related to the instructional program
- Works with personnel within the Department of Teaching, Learning, and Professional Development to facilitate successful implementation of curriculum and instructional practices and to provide system-wide coordinated professional development activities for all teachers and

support staff

- Understands and implements state and federal laws, regulations, and local policies and procedures pertaining to curriculum and instruction
- Directs the development of policy and related regulations and recommends adoption of policy to the Board of Education
- Oversees the operations of the departments of College/Career Readiness, Elementary Instruction, Informational Technology, Instructional Technology, Secondary Instruction, Special Education, Student Services and Teaching, Learning, Professional Development, Safety & Security
- Serves as liaison to the public and advisor for the Superintendent of Schools and Board of Education on curricular and administrative issues
- Develops annual operational goals and objectives for school system administrative needs from a county-wide perspective
- Provides for the supervision and evaluation of departmental personnel and principals
- Oversees implementation and revisions of the Master Plan and School Improvement Plan
- Oversees the initiatives and programs designed to eliminate the achievement gap among all sub-groups with emphasis on minority and economic diversity
- Determines the allocation of personnel and resources for all schools, including instructional staff;
- Ensures alignment of curriculum, instruction, and assessment
- Guides schools in the use of formative and summative assessment data to implement redesigned instruction and intervention programs
- Facilitates articulation with other offices of the school system to improve the operational and instructional progress in the schools
- Facilitates the coordination of interagency cooperation for instructional functions in the school system
- Remains current in terms of educational literature, research, and practices
- Demonstrates and models effective and efficient use of technology
- Performs other tasks and responsibilities as the Superintendent of Schools may assign

QUALIFICATIONS:

Required:

- Master's degree and hold an endorsement for Superintendent under Maryland certification
- Five (5) years of successful teaching experience
- Five (5) years of experience as a public school principal
- Resident of St. Mary's County or willing to relocate to St. Mary's County within three months of employment
- Experience with the evaluation of administrative staff
- Experience with the development and implementation of the Master Plan, Race to the Top and School Improvement Plan
- Experience in working to close the achievement gap among all sub-groups with emphasis on minority and economic diversity
- Experience with analysis of achievement data for intervention and instructional modification

Preferred:

- Three (3) years of central office and supervisory experience

TERM OF EMPLOYMENT:

Full-time twelve-month position

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range J

BARGAINING UNIT ELIGIBILITY: Confidential - Exempt

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