

**ST. MARY PARISH PUBLIC SCHOOLS
ASSISTANT SUPERINTENDENT OF OPERATIONS JOB DESCRIPTION**

POSITION: Assistant Superintendent of Operations

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT: 12-Months

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 111/2324

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

FUNDING: General

QUALIFICATIONS: Valid Louisiana Teaching Certificate with five years of successful teaching experience in area of certification. A minimum of five years of successful administrative or management experience in education at the level of assistant principal or above. No more than two of the minimum five years of experience can be in the position of assistant principal. Master's degree from a regionally accredited institution, including twelve semester hours of professional education at the graduate level. Certification in School Superintendent or Educational Leader – Level 3.

EVALUATION: Evaluations in accordance with the Board's policy on Evaluation of Professional Personnel.

SUPERVISES: Such staff members as the Superintendent may designate.

PERFORMANCE RESPONSIBILITIES:

1. Attend Board meetings and prepares such reports for the Board as the Board or Superintendent may request.
2. Assist in the determination of types of safety programs needed by the schools and makes appropriate recommendations.
3. Report on the status of parish programs and services at the request of the Board or Superintendent.
4. Communicate to the Superintendent the safety requirements and safety needs of the parish.
5. Prepare state reports as required.
6. Attend workshops, meetings and conferences in order to keep current in new safety and crisis response laws and policies trends and philosophies of education.
7. Confer with Principals in the formulation of new operational requirements and/or needs.
8. Supervise the operation of the security camera throughout the district.
9. Make budget recommendations and monitors budget line items relating to purchases of safety equipment/tools/scanners.
10. Assist in formulating policies and procedures consistent with laws and meaningful-educational practices as they apply to the operations of schools and facilities. instructional program and curriculum.
11. Supervise and coordinate various activities with School Resource Officers.
12. Assume responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations.
13. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
14. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
15. Perform such other tasks and assumes such other responsibilities as the Superintendent or the Board may assign from time to time.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness, exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.

8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the Americans with Disabilities Act (A.D.A.)

Signature: _____

Date: _____