

SCHOOL DISTRICT OF BRADFORD COUNTY

ASSISTANT SUPERINTENDENT FOR SAFETY, SECURITY AND OPERATIONS

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Valid Florida certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal
- (3) Five (5) years successful experience in education including three (3) years in administration and supervision.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively, both orally and in writing. Ability to present information effectively to a variety of audiences. Ability to respond to questions from groups, employees, and the general public. Ability to use effective public relations skills. Ability to work collaboratively with others. Ability to establish and maintain effective working relationship with students, staff and the school community. Ability to use conflict resolution strategies. Ability to lead groups to consensus. Ability to collect, analyze and interpret data. Ability to define problems, collect data, and draw valid conclusions. Ability to make decisions based on relevant information. Ability to plan, establish priorities and use time effectively. Ability to use current technology in administration and instruction. Knowledge of the Student Progression Plan. Knowledge of district curriculum and instructional programs. Knowledge of current trends, research and best practices in curriculum and instruction. Ability to apply knowledge of current research and theory in specific field. Knowledge of learning theory, program planning, curriculum development, and management of instructional programs. Knowledge of national, state, and district educational goals and standards. Ability to read, interpret and implement State Board of Education rules, School Board policies, and appropriate federal and state statutes. Ability to understand the *Course Code Directory* and Florida statutes related to curriculum, instruction and assessment.

REPORTS TO:

Superintendent

JOB GOAL

To provide leadership in the development, implementation, and evaluation of educational programs and services including curriculum, instruction and assessment related to student performance.

SUPERVISES:

Administrative, Instructional, and Support Personnel

Approved
5/29/18

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Oversee all academic programs of the school district.
- *(2) Direct and coordinate all activities related to the district's instructional delivery system and program management.
- *(3) Direct and supervise the development and implementation of district performance standards and state standards.
- *(4) Ensure that state and national curriculum standards, assessment programs, district programs, and instructional practices are aligned.
- *(5) Prepare an annual calendar for instructional service activities.
- *(6) Assist in the acquisition of appropriate teaching materials, textbooks and equipment.
- *(7) Oversee Professional Development- MIP, MPO, Planning, Delivery, Follow-up, & Evaluation.
- *(8) Coordinate the accreditation process.
- *(9) Supervise the implementation of the Student Progression Plan.
- *(10) NEFEC (NOEL) contact.
- *(11) Oversee the charter schools program.
- *(12) Oversee the instructional technology and media services program.
- *(13) Oversee the vocational program.
- *(14) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- *(15) Identify and apply for grants for program support.
- *(16) Assist in the development of educational specifications for new facilities and equipment. Identify and apply for grants for program support.
- *(17) Coordinate School; Health Program
- *(18) Use technology effectively.

Inter/Intra-Agency Communication and Delivery

- *(19) Work with the State Department of Education and the instructional staff to plan programs that meet the requirements of state statutes, State Board of Education rules and regulations, and federal programs.
- *(20) Respond to inquiries and concerns in a timely manner.
- *(21) Visit schools and participate in the resolution of issues.
- *(22) Facilitate articulation among schools, among programs and between the schools and district-level personnel
- *(23) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(24) Interpret programs, philosophy, and policies of the district to staff, parents, and the community.
- *(25) Keep supervisor informed of potential problems or unusual events.
- *(26) Maintain communication with other agencies and school districts to share and receive information about effective programs and practices.

- *(27) Coordinate planning with other agencies.
- *{28} Coordinate programs with the community college, schools and school communities.
- *{29} Maintain a good working relationship with district and school staff to ensure the exchange of information and coordination of effort for effective school operations.
- *(30) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- *(31) Work cooperatively with the Superintendent, Board Members and other personnel

Safety / Security

- (32) Develop, review, and revise policies and procedures for compliance with state law and guidelines regarding school safety.
- (33) Serve as the school district liaison with the Office of Safe Schools at the Florida Department of Education (FLDOE).
- (34) Serve as the school district liaison with local public safety agencies and national, state, and community agencies and organizations in matters of school safety and security.
- (35) Develop policies and procedures for the establishment of threat assessment teams at each school and manage the work of these threat assessment teams.
- (36) Conduct a security risk assessment at each school facility in the school district using the school security risk assessment developed by the FLDOE Office of Safe Schools.
- (37) Communicate with parents and community regarding school safety and security.
- (38) Facilitate and coordinate training programs for teachers and students regarding school safety and security.
- (39) Design, implement and coordinate effective communication procedures between the school district and local law enforcement agencies.
- (40) Supervise procedures related to emergency planning and emergency drills.
- (41) Manage the use of facilities for emergency shelters.
- (42) Coordinate all bullying prevention programs in the school district.
- (43) Oversee and assist with mental health coordination for the district
- (44) Supervise and evaluate principals and directors.
- (45) Develop the district school calendar.
- (46) Develop and assist with implementation strategic plans for the district related to facilities and maintenance.
- (47) Develop and assist with implementation strategic plans for the district related to facilities and maintenance.

Professional Growth and Improvement

- *{48} Keep informed and disseminate information about current research, trends, and best practices in areas of responsibility.
- *(49) Assist in the development and implementation of in-service education.
- *(50) Ensure that in-service training meets identified needs and is focused on student achievement.
- *(51) Promote and support professional growth for self and others.
- *(52) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(53) Coach and/or mentor staff.

Systemic Functions

- *(54) Promote the vision and mission of the district

- *(55) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(56) Review, interpret and communicate new legislation to ensure that district policies, procedures and programs meet new requirements.
- *(57) Assist in the development of the district calendar.
- *(58) Participate in district planning.
- *{59} Recommend programs to support the district's annual and long-range plans.
- *(60) Assist principals to ensure that school improvement initiatives support the district mission.
- *(61) Assist with the development, implementation, and evaluation of the school-based management plan.
- *{62} Participate in Board workshops and presentations.
- *(63) Assist in the development of administrative guidelines.
- *(68) Assist in the development of policies related to curriculum and instructional service .
- *(69) Prepare the department budget and monitor its implementation.
- *(70) Assist principals in the preparation and implementation of budget items related to curriculum and instruction.
- *(71) Serve on district, state or community councils or committees as assigned or appropriate.
- *(71) Represent the district at state and regional functions.
- *(72) Assist principals as needed in recruitment, selection, placement, and appraisal of personnel.
- *(73) Collaborate in planning for the personnel allocation process.
- *(74) Assist in the preparation for collective bargaining.
- *(75) Supervise assigned personnel, provide assistance, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(76) Model and maintain high standards of professional conduct.

Leadership and Strategic Orientation

- *(77) Provide leadership, direction and oversight for curriculum and instruction priorities and projects that support district strategic initiatives and meet state and federal mandates.
- *(78) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery services and evaluation of services provided.
- *(79) Provide leadership for innovative and special programs.
- *(80) Promote high student performance.
- *(81) Provide leadership and direction for school improvement planning throughout the district.
- *(82) Involve principals in systematic and team approaches to school leadership and management.
- *(83) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(84) Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- *(85) Facilitate problem solving by individuals and groups.
- *(86) Provide oversight and direction for cooperative planning with other agencies.
- *(87) Serve as a member of the Superintendents leadership team.
- *(88) Represent the Superintendent in his/her absence.
- (89) 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.

Job Description Supplement 11

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

©EMCS