

BRADFORD COUNTY SCHOOL DISTRICT, FLORIDA

DEPUTY SUPERINTENDENT

JOB DESCRIPTION

JOB CODE: 72001 **BARGAINING UNIT ELIGIBILITY:** No
FLSA: Exempt **SALARY SCHEDULE:** Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution with certification in an Administration, Supervision, Educational Leadership, or School Principal.
- (2) Minimum of (5) years successful teaching experience
- (3) Minimum of ten (10) years of progressively responsible administrative and supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current research, trends, and best practices in curriculum and instruction. Knowledge of national, state and local educational goals and objectives. of learning theory, program planning, curriculum development and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Skills in written and oral communications. Skills in planning and organization. Ability to interpret and implement laws, rules, and policies. Skill in effective management of personnel. Ability to plan and present information to a variety of audiences. Demonstrate ability to use facilitative leadership skills. Ability to collect, analyze and interpret data. Ability to establish and maintain effective working relationships with students, staff, and school community.

REPORTS TO:

Superintendent

JOB GOAL

To provide effective coordination and leadership in the administration of school operations and delivery of services to facilitate high quality educational programs throughout the district and to act in the absence of the Superintendent.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) To assist the Superintendent in exercising the general powers described in Florida Statutes Section 1001.49 and to carry out those duties and responsibilities described in Florida Statutes 1001.51 as may exist at any time.
- * (2) Assists the Superintendent in the daily management of all school district programs and operations and acts on behalf as directed by the Superintendent.

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- * (3) To act on behalf of Superintendent upon his/her absence from the district and at other times upon request.
- * (4) Assists the Superintendent in short- and long- range planning related to all district programs and operations.
- * (5) Assists school principals in all matters related to the administering and managing of his/her school.
- * (6) Provide leadership, direction and oversight for curriculum and instruction, as well as other divisions, priorities and projects that assist in achieving the School Board's initiatives as well as state and federal mandates.
- * (7) Provide leadership for the continued analysis, development and monitoring of short- and long-range plans for improving the educational program, Pre-K through adult.
- * (8) Develop, direct and coordinate management development programs for performance improvement.
- * (9) Works closely with district and school staff to support school improvement initiatives and processes.
- * (10) Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employee action.
- * (11) Prepares or oversees the preparation of all required reports and maintains appropriate records
- * (12) Provide technical and support assistance to District, area, school managers and instructional personnel in the implementation of educational policy, programs and services.
- * (15) Advise the Superintendent regarding the budget, needs of instruction, training, policy, parent initiatives, legislation and governmental issues.
- * (14) Advise School Board members as needed and appropriate.
- * (15) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- * (16) Provide oversight and direction for cooperative planning with other agencies.
- * (17) Keep informed and disseminate information about current research, trends, and best practices in areas of responsibility.
- * (18) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- * (19) Exercise proactive leadership in promoting the vision and mission of the district.
- * (20) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (21) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (22) Be knowledgeable of and adhere to Board Policies.
- * (23) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- * (24) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (25) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (26) Monitor district compliance with applicable codes, rules and statutes.
- * (27) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District.

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- * (28) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep the Superintendent informed of potential problems or unusual events.
- * (29) Perform other duties as assigned.

**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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Adopted: 12/11/2023