



Job Title: Deputy Superintendent **Exemption Status:** Exempt
Reports to: Superintendent **Code:**
Dept./School: Administration Office

Primary Purpose:

Oversee the operation of several or all districtwide divisions. Support the superintendent in all areas of administrative decision-making and work toward achieving those decisions.

Qualifications:

Education/Certification:

Master's degree in education, business administration, or equivalent
Valid Texas superintendent or principal certification

Special Knowledge/Skills:

Knowledge of district-level division operations
Knowledge of school law and hearing procedures
Knowledge of educational philosophy, research, strategies, laws, and policies
Knowledge of curriculum and instruction theory and practical application
Skill in leading efforts to design, implement, measure, and improve educational programs and services
Ability to manage strategic change for the organization
Ability to interpret policy, procedures, and data
Ability to manage budget and personnel
Strong communication, public relations, and interpersonal skills

Experience:

5 years of successful administrative and leadership experience in education

Major Responsibilities and Duties:

District Management

1. Provide organizational leadership to assigned departments as directed by the superintendent.
2. Assist the superintendent in the daily operation of the school district.
3. Serve as acting superintendent in the superintendent's absence.
4. Develop, recommend, implement, and evaluate long-range plans and projects as directed by the superintendent.
5. Oversee budget preparation for assigned departments and schools and make recommendations to the superintendent.

6. Oversee forecasting of student enrollment and personnel needs for schools and assigned areas and make recommendations to the superintendent.
7. Ensure a high degree of uniformity in school-related curricular and extra-curricular activities.
8. Oversee the development and implementation of school safety plans.
9. Oversee and implement zoning of district schools and conduct public forums as needed.
10. Oversee development of the district's academic calendar as requested.

Policy, Reports, and Law

11. Develop, maintain, and use information systems and records necessary to show progress on performance objectives that address academic excellence indicators, campus improvement plans, and district long-range plans.
12. Ensure implementation and compliance of policies established by federal and state law and State Board of Education rules, and local board policy.
13. Assist the superintendent with governmental relations, working with area, state, and national legislators to gather data and information to assist in interpreting the impact of legislation on the district.
14. Ensure administration is aware of developments and changes in state, federal, and local laws affecting education.

Personnel Management

15. Conduct investigations related to allegations of misconduct or impropriety by district staff as requested by the superintendent.
16. Oversee the assignment or reassignment of personnel.
17. Oversee employment contracts administration and contract renewals.
18. Select, train, evaluate, and supervise department staff and make recommendations relative to assignment, retention, discipline, and dismissal.
19. Develop training options and improvement plans for department staff to enhance the effectiveness of department operations.

Communication and Community Relations

20. Facilitate communication and collaboration among assigned department personnel, district personnel, and campus administrators to enhance service delivery, program development, and customer satisfaction.
21. Maintain a high degree of visibility within the community and school district.
22. Demonstrate awareness of district and community needs and initiate activities to meet those needs.

23. Represent the superintendent and district before school and community groups and governmental bodies as requested.
24. Advise and provide information to the superintendent's staff, Board of Trustees, district administrators, and others as necessary.

Other

25. Attend board meetings and make presentations when appropriate and/or requested.
26. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
27. Compile, maintain, file, and present all reports, records, and other documents as required.
28. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of assigned personnel.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide and occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.