

MANAGEMENT JOB DESCRIPTION

DEPUTY SUPERINTENDENT

JOB SUMMARY:

Under the direction of the Superintendent, plans, organizes, and administers the successful implementation of the business operations of the District; assures the District is financially stable; contributes to the strategic direction of the District in carrying out the District's Shared Vision and Values, goals, and objectives; and supervises and evaluates the performance of assigned personnel. Serves as Cabinet member and Superintendent designee.

ESSENTIAL JOB FUNCTIONS:

- Supports the Superintendent in leading and coordinating the work of Cabinet
- Maintain constant communication and contact with the Superintendent concerning the day-to-day operations of the District.
- Represent the Superintendent at meetings of staff and community groups, as requested.
- Establishes business procedures to support the educational program.
- Presents periodic financial reports to the Board of Education through the Superintendent of Schools.
- Oversees purchasing, distribution of school supplies and equipment, and publication services.
- Administers all safety programs for students and staff.
- Coordinates all computer/technology services.
- Oversees school lunch program.
- Oversees transportation services.
- Prepares the annual District budget and maintains budget control at all District sites.
- Supervises preparation of federal, state, and county reports on enrollment, average daily attendance, growth, transportation, and specialized student services.
- Provides data for the preparation of federal and state program applications.
- Manages the facilities, maintenance, and operations program.
- Manages the school facilities construction program.
- Negotiates site purchases and develops alternatives for financing facilities as needed.
- Coordinates the analyses of sites, the acquisitions of properties, and the developments of designs and plans for the purpose of carrying out the District's facilities master plan.
- Analyzes the impact of new development on the District for the purpose of projecting future facilities and student and technology needs.
- Oversees position control system.
- Coordinates student placement process.
- Oversees preparation of warrants for payrolls and contingencies.
- Participates in collective bargaining process with employee groups.
- Evaluates the performance of immediate subordinates.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Training and Experience:**
Graduation from a recognized college or university with major coursework in business, public, or school administration. Advanced degree desirable. Progressively responsible experience in management, including public school business administration.

Management

BOARD APPROVED: 01/17/18

REVISION DATES: