



CLASS TITLE: DEPUTY SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the Superintendent the Deputy Superintendent plans, directs, manages and oversees all activities and operations in their assigned department(s); supervises other departments as directed; assists the Superintendent in planning, organizing, implementing and directing administrative functions and activities to support programs for the District to ensure the viable operations of the District; strategically leads initiatives and special projects of the District as assigned by the Superintendent; acts as the Superintendent in his/her absence.

REPRESENTATIVE DUTIES:

Support the implementation of Merced City School District's Vision, Core Beliefs and Commitments, and Theory of Action.

Perform Superintendent's duties in the absence of the Superintendent.

Represent the Superintendent at meetings of staff and community groups, as requested.

Assists in the general planning, organization and management of the District.

Maintain constant communication and contact with the Superintendent concerning the day-to-day operation of the district.

Act in a liaison capacity between the Superintendent and department heads, site administrators, employee organizations, other school districts, public agencies and the public, as requested.

Identifies and facilitates development of innovative and effective programs through research and data analysis, remaining informed of trends and best practices in curriculum, teaching, management and learning materials. Provides leadership in these matters to staff and community.

Develop and continually enhance an integrated communications network within and between other departments in the district and the community to support an effective learning environment for all students; communicate Board policies, district vision, goals and core beliefs.

Plan, direct, manage and oversee all activities and operations related to assigned department(s); supervise and direct staff; recommend, administer, and when needed, update policies and procedures ensuring compliance with state and federal laws and regulations and collective bargaining agreements.

Manage the development and implementation of goals, objectives, policies, and priorities for assigned department(s).

Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of district policies and practices; develop a system that regularly reviews and monitors district policies, practices and procedures to ensure services and programs are continually aligned and improved; allocate resources accordingly.

Provide technical and intellectual expertise regarding assigned functions; formulate and develop practices and procedures.



Assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.

Supervise, train, motivate and evaluate assigned personnel and provide clear expectations for professional growth; provide or coordinate staff training; work with employees to correct deficiencies; discipline subordinates as appropriate.

Participate in the development and administration of the budget for assigned department(s); forecast funds needed for staffing, equipment, materials, and supplies; authorize expenditures in accordance with established guidelines to ensure effective and efficient use of materials, budgets and human capital to accomplish district goals and objectives; implement budgetary adjustments as appropriate and necessary.

Oversee preparation and maintenance of a variety of narrative and statistical reports, records and files; explain, justify and defend programs, policies, and activities related to assigned department(s); negotiate and resolve sensitive and controversial issues.

Analyze and use data to develop long and short-range plans to improve systems and processes.

Serve as a member of the Superintendent's cabinet to ensure all district actions align with objectives and goals; assist the Superintendent in the determination of resource allocation and levels of service according to established district policy.

Provide staff assistance to the Superintendent; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Assist the Superintendent with special studies, projects, investigations and correspondence.

Represent the District to the Board of Trustees and outside agencies on matters related to assigned department(s); coordinate activities with those of other districts and outside agencies and organizations as requested.

Attend Board meetings; prepare and present information at Board meetings as requested.

If requested, serve as a District representative in the collective bargaining process for any/all bargaining units.

Attend and participate in professional group meetings; stay abreast of changes and new developments in education.

Review existing and pending legislation related to District operations, and recommend origination modification and support of legislative measures; advise the Superintendent on new or updated regulations, policies and procedures.

Respond to and resolve difficult and sensitive parent and community inquiries and complaints.

Visit school sites and classrooms on a regular basis.

Establish and lead interdepartmental teams to address complex district issues; create and monitor a culture of collaboration and continuous improvement soliciting feedback from staff, families, students and the community.

Communicate and collaborate with other administrators, district personnel and contractors to coordinate activities and programs; resolve issues and conflict; present draft proposals to the Superintendent.



Promote alignment and continuity of systems and processes to identify and encourage leadership potential.

Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Education programs and curriculum.

College and Career readiness metrics.

Strategies and best practices to eliminate the achievement gap, disparity and disproportionality.

Management skills to analyze programs, policies and operational needs.

Techniques and strategies for managing a diverse organization.

Conflict resolution strategies and team building principles and techniques.

Principles and practices of program development and administration.

Principles of supervision, training and performance evaluation.

Principles and practices of budget preparation and administration.

Pertinent Federal, State, and local laws, codes and regulations and the district's collective bargaining agreements.

Education code related to assigned department(s).

District organization operations, policies, goals and objectives.

ABILITY TO:

Quickly analyze situations and make appropriate recommendations on courses of action.

Apply an exemplary work ethic directed at continuous learning and improvement.

Be deeply committed to learning and to teaching others.

Demonstrate character and honesty.

Demonstrate loyalty and high ethical standards.

Demonstrate and prize integrity.

Show self-control, especially under pressure.

Maintain confidentiality.

Utilize data in conjunction with instinct to take action and do what is right.

Work independently with little direction.

Utilize collaboration as the tool to accomplish more.



Face uncertainty and ambiguity as opportunities to experience, learn and grow.

Implement systems, structures and protocols for clarity.

Lead and direct the operations, services and activities related to assigned department(s).

Develop and administer department goals, objectives, and procedures.

Plan, organize, direct and coordinate the work of direct reports.

Delegate authority and responsibility.

Plan and organize work to meet schedules and deadlines.

Supervise, train, motivate and evaluate assigned personnel.

Give corrective feedback in a manner that inspires accountability among colleagues and direct reports.

Identify and respond to community and District issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Relentlessly seek improvement through our Cycle of Continuous Learning and Improvement.

Manage change and design an effective system or reporting progress and monitoring results.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Read, interpret, apply and explain rules, regulations, policies and procedures; exercise judgment/discretion in interpreting and applying rules, regulations, policies and procedures.

Communicate clearly and concisely, both orally and in writing using tact and diplomacy.

Demonstrate respect for each person in the organization.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain professional relationships with the Board of Trustees, Superintendent, other members of cabinet, parents, community members, colleagues, staff and school-related outside agencies.

Work collaboratively and build positive relationships with a diverse range of stakeholders.

Translate theory into action.

Maintain effective audio-visual discrimination and perception for making observations; communicating with others; reading and writing; and operating assigned equipment.

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

EDUCATION AND EXPERIENCE:



Education: Equivalent to a Master's degree from an accredited college or university with major course work in education, education administration, public administration or a related field.

Experience: Ten (10) years of increasingly responsible experience in education, including at least five years of administrative experience at the Principal level or higher, or the equivalent.

LICENSES AND CERTIFICATES:

Valid California driver's license

Valid California Teaching Credential

Valid California Administrative Credential

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials; to accomplish assigned tasks of the job.

Legal Reference: California Education Code, Section 35291

Board Approved: March 24, 2020