Adams 12 Five Star Schools

Job Description
Prepared/Revised: **October 2023**

Job Title:	**Deputy Superintendent**	Job Code:	**30901**
Job Family:	**Certified**	FLSA Status:	**Exempt**
Pay Program:	**Administrative**	Pay Range**:**	**L35**
Typical Work Year:	**12 months**		

SUMMARY: Responsible for overseeing and aligning critical district administrative functions, processes and special projects that engage multiple divisions under direction from the Superintendent. Exercise functional supervision over the Superintendent's direct reports as directed by the Superintendent. Supervise on a constant, ongoing basis, the translation of the district's educational philosophy, goals and objectives into active terms that directly benefit students. Serve as the acting chief administrator at the request of or in the absence of the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Support Superintendent with management and supervision across Cabinet and district leadership. Lead large-scale district projects that require management, support, and coordination across multiple divisions and multiple stakeholder groups.	D	40%
2. Provide leadership and coordination for the development and implementation, when appropriate, of bond programs including budget management, program development and improvement, project management across all aspects of the bond package, coordination between divisions and schools and effective stakeholder engagement.	D/W	20%
3. Provide leadership and direction for district level community engagement committees. Represent the Superintendent at meetings of staff and community groups, as requested. Serve as a member of the Superintendent Cabinet and participate in all School Board meetings.	W	15%
4. Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action; maintain constant communication and contact with the Superintendent concerning the day-to-day operation of the district.	W	10%
5. Provide organizational leadership to ensure the coordinated planning and consistent implementation of the school district's strategic plan, making certain that programs and supports are effective and focused on student learning and prioritized to meet individual school needs. Foster a work environment and culture that is student-focused and results-orientated. Participate with the Superintendent and other senior staff in strategic planning, policy development and problem resolution of complex issues and needs.	D	10%
6. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:
- Master's degree from an accredited college or university in educational leadership, business, law, administration or related field.
- Minimum of seven (7) years of experience in education including teaching, supervision, and administration.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.
- Must possess or be able to obtain a valid and appropriate Colorado Educator License.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Strategic and tactical thinking skills and problem solving skills.
- Proven skills and experience in strategic planning and communicating a vision and goals to others.
- Ability to effectively implement action plans throughout an organization.
- High-energy and inspirational leadership skills.

- Ability to unify, motivate, develop, support and empower a high performing team of administrators, teachers, principals and support staff.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Superintendent	3090

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Senior Executive Assistant to the Superintendent, Deputy Superintendent, BOE	1	3111
	Director, Safety and Security Services	1	5083
	Executive Director for Equity and Engagement	1	3116
	Director, Student Engagement Initiatives (Split with CAO)	1	50302
	Director, Charter School Partnerships	1	030911

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Future Bond projects

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel	X			
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	