Position: Deputy Superintendent	FLSA: Exempt	Work Days: 223
Reports to: Superintendent	Salary: Contracted Management Salary Schedule	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Perform Superintendent's duties in the absence of the Superintendent .
- Represent the Superintendent at meetings of staff and community groups, as requested.
- 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.
- 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 as assigned.

QUALIFICATIONS

Knowledge of:
- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:
- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports.

Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.

- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: 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 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 preferred
- Valid California Administrative Credential preferred