

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Administration / Supervision, Educational Leadership, School Principal, or Professional School Principal.
- (3) Minimum of ten (10) years successful experience in education, including at least five (5) years in administration with at least three (3) years at the school level.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state, and local educational goals and objectives. Knowledge of learning theory, program planning, curriculum development, and management of instructional programs. Knowledge of statutory and regulatory requirements in area of responsibility. Ability to interpret and implement laws, rules, and policies. Ability to supervise people. Ability to plan and present information to a variety of audiences. Ability to facilitate various size groups using facilitative leadership skills. Skills in written and oral communication, planning, and organization. Knowledge of current educational trends, methods, research, and technology. In-depth knowledge of assigned curriculum, program, or service area. Ability to collect, analyze and interpret data. Ability to work collaboratively with others.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To assist the Superintendent in providing leadership in strategic planning, curriculum development, Exceptional Student Education, student services, vocational and adult education, instructional media and technology and federal programs.

#### SUPERVISES:

Director of Elementary Education  
 Director of Secondary Education  
 Director of Exceptional Student Education  
 Director of Vocational and Adult Education  
 Director of Student Services  
 Director of Federal Programs  
 Assigned Support Personnel

#### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

#### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
 Length of the work year and hours of employment shall be those established by the District.

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES** (Continued)

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

**ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Direct the overall activities of planning, developing, implementing, and evaluating all District instructional programs.
- \* (2) Assist in determining the types of programs needed by the schools and make appropriate recommendations.
- \* (3) Report on status of District programs and services at the request of the Superintendent.
- \* (4) Oversee the coordination of research activities pertaining to programs and special projects of the District.
- \* (5) Review and analyze contracts and agreements with other agencies or institutions.
- \* (6) Supervise the collective bargaining functions, including providing advice on salary schedules.
- \* (7) Coordinate and oversee FTE audits, surveys, and reports, including instructional applications, annual estimates, and collection and analysis of data.

**Interagency Communication and Delivery**

- \* (8) Interpret Florida statutes, State Board of Education rules, Gadsden County School Board rules, and other regulations to principals and other personnel.
- \* (9) Assist in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- \* (10) Establish and maintain procedures for referral and cooperative planning with other state and local agencies.
- \* (11) Oversee the reporting to regulating agencies, including the Florida Department of Education and the Southern Association of Colleges and Schools.
- \* (12) Work closely with District and school staffs to support school improvement initiatives and processes.

**Professional Growth and Improvement**

- \* (13) Keep well informed about current trends in curriculum and best instructional practices.
- \* (14) Attend meetings and conferences which promote professional growth and will benefit the District.
- \* (15) Promote and support professional development for self and others.
- \* (16) Select, preview, evaluate, and disseminate relevant professional materials.

**Systemic Functions**

- \* (17) Assist in the preparation of the School Board agenda, including the preparation of instructional services action, and school zone establishment and appeals.
- \* (18) Oversee the development and revision of Gadsden County School Board rules.
- \* (19) Assist the Superintendent in organizational analysis and development.
- \* (20) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- \* (21) Prepare or oversee the preparation of all required reports and maintain all required records.
- (22) Perform other duties as assigned.

**Leadership and Strategic Orientation**

- \* (23) Provide leadership, oversight, and direction for academic services in the District.
- \* (24) Serve on the Superintendent's Executive Leadership Team.
- \* (25) Model and maintain high standards of professional conduct.
- \* (26) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- \* (27) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \* (28) Facilitate problem solving by groups or individuals.

\*Essential Performance Responsibilities