

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES

QUALIFICATIONS:

- (1) Master's Degree from an accredited education 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.
- (4) Experience in collective bargaining.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida educational statutes, FEFP and Capital Improvement Funding, employee relations with contract negotiations and administration. Ability to prepare agenda items and present them to the School Board. Ability to work with the legislative process. Human relation skills and ability to work with group process. Ability to manage diverse functions.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent by serving as a staff officer, recommending changes in policy and practice, coordinating collective bargaining and labor relations activities, and supervising the operation of administrative services to ensure responsiveness to fulfilling system goals.

SUPERVISES:

Director of Transportation
 Director of Facilities
 Director of Human Resources
 Director of School Food Service
 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 ADMINISTRATIVE 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 ADMINISTRATIVE SERVICES (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Oversee collective bargaining activities, including negotiations, contract management, and legal proceedings.
- * (2) Direct and monitor the processing of leave requests in accordance with laws, rules, School Board policy, and collective bargaining agreements.
- * (3) Coordinate student expulsions in accordance with School Board policy.
- * (4) Conduct investigations in matters of possible violations of the Professional Code of Ethics and make recommendations to the Superintendent regarding appropriate employment action / discipline.
- * (5) Handle personnel grievances.
- * (6) Coordinate implementation of the District's Management Information System.
- * (7) Approve requests for special use of the District's transportation system.
- * (8) Supervise the overall operation of administrative services including transportation, facilities, human resources, and school food service.

Interagency Communication and Delivery

- * (9) Maintain regular liaison with the State Department of Education and other agencies concerned with employee relations.
- * (10) Assist the Superintendent in developing and implementing procedures to keep the School Board informed of the status of negotiations and to secure School Board input on negotiation proposals.
- * (11) Coordinate regularly scheduled principal and / or staff meetings.
- * (12) Assist in interpreting Florida statutes, State Board of Education rules, Gadsden County School Board policy to employees and the community.

Professional Growth and Improvement

- * (13) Maintain thorough and current knowledge and information files of state laws, regulations, proposed legislation, and labor relations case laws concerned with collective bargaining and employee relations.
- * (14) Coordinate inservice training for management in contract administration and grievance procedures.
- * (15) Assist in the implementation of the Gadsden County Human Resources Management Development System.
- * (16) Promote and support professional development for self and others.
- * (17) Attend meetings and conferences which promote professional growth and will benefit the District.

Systemic Functions

- * (18) Assist the Superintendent in developing and implementing procedures to comply with regulations and policies adopted by the School Board, with particular attention to those related to collective bargaining.
- * (19) Provide information and advice to the Superintendent on the status of administrative services and the use of resources for these services.
- * (20) Assist in the preparation of the School Board agenda.
- * (21) Assist the Superintendent in organizational analysis and development.
- * (22) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- * (23) Prepare or oversee the preparation of all required reports and maintain all required records.
- (24) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (25) Assist the Superintendent in the formulation and implementation of strategic planning.
- * (26) Provide leadership, oversight, and direction for administrative services in the District.
- * (27) Serve on the Superintendent's Executive Leadership Team.

ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES (Continued)

- * (28) Model and maintain high standards of professional conduct.
- * (29) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- * (30) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (31) Facilitate problem solving by groups or individuals.

*Essential Performance Responsibilities