



JOB DESCRIPTION – Assistant Superintendent

JOB GOAL:

Provide leadership that supports the district's mission and vision. Ensure schools operate effectively with quality educational programs/services, as well as implement policies, procedures, and initiatives that create educational success for students in the school district.

QUALIFICATIONS:

1. Master's or advanced Degree from an accredited institution in Educational Leadership; or,
2. Currently enrolled in a program leading to a Master's/advanced Degree in Educational Leadership.
3. Appropriate State of Florida professional certification as required and applicable.
4. Degree and certification requirements must be met within three (3) years of hiring date.
5. Minimum of three (3) years successful teaching experience.
6. Must provide written references upon request from the Superintendent.

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Secretary, Office of the Assistant Superintendent
Supervisor of Food Service
21st CCLC Project Manger
Adult School Staff
Alternative School Staff
District School Safety Specialist
Other Staff as Assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of local, state, and federal statutes/policies that impact education.
2. Ability to communicate effectively to a variety of audiences and present information to stakeholders.
3. Knowledge of effective school concepts, principles, and teaching/learning processes in a school setting.
4. Ability to work cooperatively with school personnel, community, and other departments and agencies.
5. Provide consultation and advice to teachers, parents, principals, and District staff on state and federal programs, including policies, procedures, rules, regulations, and laws.
6. Ability to organize and conduct meetings to communicate, plan, and disseminate information.
7. Ability to research, interpret and use data in developing plans, programs, and proposals.
8. Ability to represent the district at state and regional functions.
9. Knowledge of state and district assessment, testing protocol, accountability, and school grading programs.
10. Knowledge of current educational research and best practices, as well as how to improve deficiencies through ongoing professional development.
11. Knowledge of Federal (USDA) regulations relating to food service, purchasing, records retention, nutrition, financial planning, and warehousing and distribution.
12. Knowledge of and ability to use student and management database systems.
13. Ability to manage finances and departmental budgets.
14. Ability to evaluate teachers and support staff effectively.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Monitor the implementation of assigned state and federal programs in assigned areas to ensure compliance.
2. Coordinate with the Director of Instruction, Director of Finance, and Superintendent in developing all district calendars.
3. Serve as the District's Chief Negotiator with employee certified bargaining representatives.
4. Manage all grievance issues.
5. Coordinate all aspects of contract administration during the terms of the agreements with employee organizations and interpret the negotiated agreements to members of the staff as appropriate.
6. Serve as the primary contact for the school system staff with representatives of employee organizations and interpret the negotiated agreements to members of the staff as appropriate.
7. Act as liaison with FDOE and other state and federal agencies concerned regarding employee relations.
8. Create, revise, and evaluate the Instructional Evaluation and Administrative Evaluation Plans, as necessary.
9. Develop, revise, evaluate and enforce Human Resource policies and procedures.
10. Serve as District Records Custodian.
11. Manage the Human Resources operations of the district including hiring/discipline/certification of personnel.
12. Manage the substitute teacher system and work with school-level secretaries to ensure efficiency.
13. Work with the District Finance Director to establish/maintain financial records/budgets for each funded program.
14. Facilitate the development, review, and evaluation of the District's assessment procedures, practices, and programs.
15. Effectively work with the District Technology Coordinator to utilize technology to organize, analyze, and disseminate assessment results.
16. Ensure secure delivery, dissemination, shipping, and return of state assessment materials.
17. Dissemination of assessment results to schools, appropriate directors, coordinators, School Board, Superintendent, and community.
18. Prepare and submit plans for assessment to the Department of Education each year.
19. Investigate and report any breaches of sound testing practice or violations of test security.
20. Coordinate and communicate the district assessment calendar and scheduling.
21. Communicate with Department of Education officials and other state agencies regarding areas of responsibility.
22. Oversee 21st CCLC programs and activities.
23. Submit recommendations for school food service operating plans and budget needs.
24. Monitor food service operations from both a fiscal as well as a program perspective.
25. Serve on the District Advisory Council (DAC).
26. Direct the preparation and submission of evaluation reports as required for federal and specially funded programs.

Inter/Intra Agency Communication Delivery

27. Serve as Liberty County School District's contact person for all assigned areas.
28. Serve as a contact for the Department of Education (DOE) in all assigned areas.
29. Assist in interpreting the programs, philosophy, and policies of the District to staff, parents, students, and the community.
30. Communicate through proper channels to keep the Superintendent informed of impending problems and/or events.
31. Attend the District Advisory Council (DAC) and other meetings (school-level and District) to plan programs in assigned areas.
32. Act as an advisor to principals on the Florida High School Athletics Association (FHSA) rules and regulations.
33. Assist in maintaining a positive public relations program for all assigned areas.
34. Ensure that both capital and major maintenance projects are coordinated with appropriate regulatory agencies.
35. Provide technical assistance to schools in the implementation of assigned programs.
36. Act for the Superintendent in his/her absence.

Systemic Functions

37. Supervise assigned personnel, conduct performance evaluations, and make recommendations for appropriate action.
38. Interpret policies and procedures related to collective bargaining to the school system staff.
39. Administer the employee grievance procedure adopted by the School Board.
40. Prepare and coordinate with legal staff, the conducting of hearings related to employee relations.
41. Represent the Superintendent at levels of the grievance procedure.
42. Provide in-service and guidance to District grievance administrators throughout the grievance procedure(s).
43. Assist in the development of administrative guidelines, policies, and procedures.
44. Serve as equity contact for the School District staying abreast of equity issues, providing training, and submitting reports as necessary.
45. Investigate requests and/or complaints; and, make recommendations to school principal/supervisor or Superintendent.

46. Prepare, implement, and coordinate projects, reports, and grants, as assigned.
47. Prepare or assist in the preparation and monitoring of required District, state, and federal reports regarding assessment and accountability.
48. Keep abreast of legal requirements and proposed changes in areas of responsibility.
49. Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies, and equipment.
50. Work with the Director of Finance to maintain budgets and generate purchase orders for assigned areas.
51. Prepare all required reports and maintain all appropriate records.
52. Monitor expenditures in assigned programs, projects, and grants.
53. Serve as a consultant in all assessment and accountability issues.
54. Prepare or supervise the preparation and maintenance of all required reports and records for assigned areas.
55. Act for the Superintendent in his/her absence.

Leadership and Strategic Orientation

56. Serve as a member of the Superintendent's Administrative Management Team.
57. Assist in the preparation and administration of the budget.
58. Respond immediately to emergency situations and set emergency responses and procedures in place.
59. Assist in the development of policies and administrative guidelines for assessment and accountability, maintenance and transportation, human resources, and food service.
60. Develop proposals and counter proposals for negotiation and provide leadership for members of management serving on the bargaining team.
61. Maintain thorough and current knowledge of local, state and federal laws, regulations, proposed legislation, and employee relations case law concerned with collective bargaining and employee relations.
62. Model and maintain high standards of professional conduct.
63. Perform such duties and responsibilities associated with the ADA and OSHA as they relate to assigned areas.
64. Facilitate problem-solving by groups or individuals.
65. Develop appropriate School Board agenda items pertaining to areas of responsibility.

OTHER DUTIES & RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Consistent regular punctual attendance; timely completion of assigned duties, working assigned contract and extended days; and use sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development, as assigned or approved for professional job growth.
5. Familiar with, and incorporate, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed.
2. Medium to heavy work depending on the particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects.

TERMS OF EMPLOYMENT:

1. Salary and benefits shall be paid consistent with District's approved compensation plan.
2. Length of the work year and hours of employment shall be those established by the District.
3. Extended hours beyond the regular school day may be required. (Compensation per district policy)

ENVIRONMENTAL DEMANDS:

1. Possible exposure to a variety of childhood and adult illnesses.
2. Possible occasional exposure to a variety of weather conditions.
3. Exposure to heated and air-conditioned ventilated facilities.
4. Possible exposure to buildings in which a variety of chemicals are used for cleaning or operation of equipment.
5. Ability to function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the District's policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Name (Print)

Supervisor's Signature

Date

SCHOOL BOARD APPROVED: February 8, 2022