

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

DEPUTY SUPERINTENDENT

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution with certification in Administration, Supervision, Educational Leadership or Florida School Principal.
- (2) Minimum of five (5) years successful teaching experience.
- (3) Minimum of five (5) years successful experience as a school principal, assistant principal or District-level administrator.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of local, state and federal statutes, policies and procedures which impact education. Ability to communicate effectively with a variety of audiences, both orally and in writing.. Ability to facilitate groups to consensus. Knowledge of conflict resolution strategies. Knowledge of effective schools concepts and principles. Ability to balance several job functions at one time and work under a heavy workload. Ability to work cooperatively with other departments and agencies. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent by providing leadership for school operations and the delivery of services to facilitate the best possible educational programs throughout the District and to act in the absence of the Superintendent.

SUPERVISES:

Court Liaison
 Coordinator V – Community Involvement
 Administrative Secretary
 Assistant Superintendents

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Coordinate the duties of the assistant superintendents.
- * (2) Direct and coordinate the assembly of the School Board agenda for all regular and special meetings of the Board.

DEPUTY SUPERINTENDENT (Continued)

- * (3) Assist the Superintendent in the daily management of all School District programs and operations and act on behalf as directed by the Superintendent.
- * (4) Coordinate the assembly of the Superintendent's staff and cabinet meetings and develop the agenda, presiding for the Superintendent as necessary.
- * (5) Assist the Superintendent in budget preparations.
- * (6) Assist the Superintendent in short- and long-range planning related to all District programs and operations.
- * (7) Assist the Superintendent and coordinate the staff's efforts in all legislative concerns at the community, state and national level.
- * (8) Assist school principals in all matters related to the administering and managing of his / her school.
- * (9) Attend all School Board meetings and scheduled Board workshops and represent the Superintendent at such meetings as needed.
- * (10) Serve as secretary or executive officer of the Board in the absence of the Superintendent.

Inter / Intra-Agency Communication and Delivery

- * (11) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- * (12) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (13) Assist Superintendent and coordinate the staff's efforts in maintaining open communication with the members of the Escambia County School Board.
- * (14) Respond to concerns and inquiries in a timely manner.
- * (15) Keep the Superintendent informed of potential problems or unusual events.
- * (16) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (17) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- * (18) Keep well informed about current trends and best practices in areas of responsibility.
- * (19) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- * (20) Promote and support professional growth for self and others.
- * (21) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (22) Maintain a network of peer contacts through professional organizations.
- * (23) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (25) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (26) Serve on District, state or community councils or committees as assigned or appropriate.
- * (27) Represent, consistently, the District in a positive and professional manner.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (29) Provide leadership and direction for the assigned areas of responsibility.
- * (30) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- * (31) Utilize appropriate strategies and problem-solving tools in making decisions concerning utilization of funds and delivery of services.
- * (32) Assist in implementing the District's goals and strategic commitments.
- * (33) Exercise proactive leadership in promoting the goals and mission of District programs

DEPUTY SUPERINTENDENT (Continued)

- * (34) Set high standards and expectations for self and others.
- * (35) Demonstrate initiative in identifying potential problems and take appropriate corrective measures.
- * (36) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (37) Facilitate problem solving by individuals or groups.

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.

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

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 1

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002