

## JOB DESCRIPTION

TITLE ASSISTANT SUPERINTENDENT OF SCHOOL OPERATIONS

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree, minimum three to five years experience as a school and/or district level administrator which provides the required knowledge, skills and abilities for this position.
Language Skills	Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or school board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 40 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO              Superintendent

#### GENERAL RESPONSIBILITIES

Directs and coordinates the operations of all schools.

#### SPECIFIC RESPONSIBILITIES

1. Acts for the Superintendent.
2. Supervises the operations consistent with Florida School Law, State Board of Education Regulations, School Board policies, collective bargaining agreements, and administrative procedures.
3. Interprets the negotiated contracts to members of the staff as appropriate.
4. Assists the Superintendent in the formulation, development, and implementation of procedures to comply with rules and policies adopted by the School Board that are related to collective bargaining.
5. Administers the employee grievance procedure and assists the Superintendent in cases appealed to the district level.
6. Provides assistance in the activities of the South Florida Consortium of School Boards.
7. Participates in the administration of district and state attendance regulations.
8. Assists administrators in the supervision of the district after-school programs.
9. Serves as a liaison with community groups and individuals in interpreting school and school district policies and procedures.
10. Represents the school system in meetings at the local, state and national levels and participates in professional growth activities.
11. Conducts visits and confers with principals regarding concerns, school programs and school services.
12. Coordinates student expulsion documentation and assists with due process hearings.
13. Serves as a hearing officer for out-of-zone and school choice appeals.
14. Recommends, supervises, and evaluates principals.

15. Assists in the development of a logical, sequential program of studies to meet the various needs of the pupils enrolled in the District.
16. Develops procedures for implementation of innovative programs when reliable educational evaluation implies a need.
17. Monitors implementation of the Code of Student Conduct in the assigned area schools.
18. Monitors implementation of the total curriculum in schools.
19. Participates as required in appropriate local, state and national professional meetings and professional growth activities.
20. Utilizes assessment information in program development and improvement.
21. Directs preparation of proposals for state and federal funding with designated personnel.
22. Provides federal and state agencies with informational reports as required.
23. Participates in the development and implementation of the District Educational Improvement Plan.
24. Communicates with various community agencies and organizations interested in public education.
25. Attends all School Board meetings unless excused by the Superintendent.
26. Serves as a member of the Superintendent's Senior Leadership Team.
27. Performs other duties as assigned.