

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

SUPERINTENDENT, DEPUTY

JOB DESCRIPTION

JOB CODE:	720011	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	00
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution with specialization in an acceptable field.
- (2) Minimum of ten (10) years of progressively responsible administrative and supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current research, trends, and best practices in curriculum and instruction. 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 areas of responsibility. Skills in written and oral communications. Skills in planning and organization. Ability to interpret and implement laws, rules, and policies. Skill in effective management of personnel. Ability to plan and present information to a variety of audiences. Demonstrate ability to use facilitative leadership skills. Ability to collect, analyze and interpret data.

REPORTS TO:

Superintendent

JOB GOAL

To provide effective coordination and leadership in the absence of the Superintendent; in the administration of a comprehensive curriculum and instructional program for the District; and in inter-departmental projects and district-level initiatives.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) To assist the Superintendent in exercising the general powers described in Florida Statutes Section 1001.49 and to carry out those duties and responsibilities described in Florida Statutes 1001.51 as may exist at any time.
- * (2) To know, promise and ensure continuance of districtwide vision, beliefs and mission.
- * (3) To act on behalf of Superintendent upon his/her absence from the district and at other times upon request.
- * (4) Provide leadership, direction and oversight for curriculum and instruction, as well as other divisions, priorities and projects that assist in achieving the School Board's initiatives as well as state and federal mandates.

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- *(5) Provide leadership for the continued analysis, development and monitoring of short- and long-range plans for improving the educational program, Pre-K through adult.
- *(6) Direct the development and implementation of a quality educational program for Alachua County students by incorporating state and national standards.
- *(7) Provide leadership for the analysis, development, interpretation and implementation of policies and legislation related to instructional services and training.
- *(8) Develop, direct and coordinate management development programs for performance improvement.
- *(9) Align Sunshine State Standards, national curriculum standards, state and national testing, to District programs and instructional practices.
- *(10) Focus in-service training plans and activities on system-wide needs and are student achievement.
- *(11) Provide technical and support assistance to District, area, school managers and instructional personnel in the implementation of educational policy, programs and services.
- *(12) Participate in the planning and development of an effective research base for implementing curriculum process and training.
- *(13) Engage the public in dialogue to identify needs and perspectives for inclusion in the decision-making process.
- *(14) Review, interpret and communicate new legislation for District compliance.
- *(15) Advise the Superintendent regarding the budget, needs of instruction, training, policy, parent initiatives, legislation and governmental issues.
- *(16) Advise School Board members as needed and appropriate.
- *(17) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- *(18) Provide oversight and direction for cooperative planning with other agencies.
- *(19) Work closely with district and school staff to support school improvement initiatives and processes.
- *(20) Keep informed and disseminate information about current research, trends, and best practices in areas of responsibility.
- *(21) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(22) Exercise proactive leadership in promoting the vision and mission of the district.
- *(23) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- *(24) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- *(25) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(26) Be knowledge of and adhere to Board Policies.
- *(27) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- *(28) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(29) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.

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- *(30) Monitor district compliance with applicable codes, rules and statutes.
- *(31) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District.
- *(32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep the Superintendent informed of potential problems or unusual events.
- *(33) Assist in the preparation and administrations of the district budget and divisional budget.
- *(34) Participate in the development of policies and procedures.
- *(35) Attend meetings and conferences to promote professional growth and benefit the District.
- *(36) Maintain expertise in assigned area to fulfill project goals and objectives.
- *(37) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- *(38) Develop appropriate Board agenda items pertaining to areas of responsibility.
- *(39) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- *(40) Respond to inquiries and concerns in a timely manner.
- *(41) Model and maintain high ethical standards.
- *(42) Plan, implement and evaluate staff development activities of assigned personnel.
- *(43) Adhere to applicable safety standards.
- *(44) Follow attendance, punctuality and proper dress rules.
- *(45) Maintain confidentiality regarding school/workplace matters.
- *(46) Serve on district, state or community councils or committees as assigned or appropriate.
- *(47) Perform other duties as assigned.

**Essential Performance Responsibilities*

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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 11

Adopted: 10/4/16