

**WARREN COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

JOB TITLE: Assistant Superintendent for Administration	LOCATION: Central Office
	JOB CATEGORY: Professional
IMMEDIATE SUPERVISOR: Superintendent	PAY GRADE: Grade 31
	FLSA STATUS: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK

The Assistant Superintendent for Administration provides leadership and strategic planning for student support services which include food and nutrition services, maintenance, custodians, transportation, and truancy. This position is responsible for the planning and implementation of the comprehensive long range strategic plan and the capital improvement plan. The Assistant Superintendent for Administration serves on district committees, assists in planning, development and implementation of Board Policies and Administrative Regulation, and serves as a member of the Superintendent's Cabinet.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- ◆ Provides direct and sustained support to the Superintendent for division-wide efforts;
- ◆ Articulates and models the mission and vision of the Superintendent in all school business, communications, and strategic planning;
- ◆ Provides leadership and coordination for all student support services departments which includes food and nutrition services, maintenance, custodians, transportation, and truancy;
- ◆ Advises and provides leadership for all school level and central office administrators at the discretion of the Superintendent;
- ◆ Serves as a mentor and coach to division leaders to facilitate individual and organizational improvement;
- ◆ Collaborates with the division leadership team to foster a division-wide culture that encourages support of strategies and initiatives designed to build capacity for innovation that impacts organizational change and improvement;
- ◆ Remain knowledgeable in the current thinking and research in the various academic areas and translate the research findings into classroom strategies appropriate to division goals and the educational needs of students;
- ◆ Provides leadership for student behavior management plans to include: attendance, discipline, advising school staff on discipline matters;
- ◆ Assists in budget decisions;

- ◆ Plans and develops the School Division Six-Year School Improvement Plan, Capital Improvement Plan, and school calendar;
- ◆ Provide leadership in the design and development of new and renovated facilities which includes project scheduling and financial planning;
- ◆ Plans, coordinates, and evaluates proposals for contracted services for multi-year contracts;
- ◆ Recommends, interprets, and implements policies;
- ◆ Interprets Standards of Quality and ensures compliance with Standards;
- ◆ Leads in the development of the school division's educational philosophy and short and long-range goals;
- ◆ Collects and analyzes data regarding accomplishment of division-wide objectives;
- ◆ Conduct building inspections and classroom visitations to assess educational and operational effectiveness;
- ◆ Supervises the use of school facilities;
- ◆ Responsible for the oversight of homeschooling;
- ◆ Attends School Board meetings and prepares reports, as needed;
- ◆ Serves as "Superintendent's Designee" as assigned during the Superintendent's absence;
- ◆ Maintains licensure at the state and/or national level and assumes responsibility for professional growth;
- ◆ Models work ethic and high standards for all employees;
- ◆ Complies with and supports school and division regulations and policies;
- ◆ Performs related duties as assigned by the Superintendent of Schools in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated ability and professional and personal characteristics necessary for working effectively with school personnel and members of the community. The ability to deliver articulate oral presentations and written reports free from edit needs; ability to establish and maintain effective working relationships with staff, school administration, and members of the community.

EDUCATION AND EXPERIENCE

Candidate must be a graduate of an accredited college or university and hold a Postgraduate Professional License with an endorsement in supervision/administration or similar leadership licensure/certification. Evidence of successful experience in public education as a principal or comparable experience in school division supervisory role is preferred.

SPECIAL REQUIREMENTS

Candidate must possess personal skills reflecting flexibility, cooperation, and concern for the human element of education. Candidate must possess demonstrated knowledge in general school management and an understanding of current instructional practices and needs. Must be able to provide own transportation to school-related functions and schools throughout the division. Frequent operation of office equipment is required. Candidate must work sufficient hours to complete tasks. Candidate must possess good moral character and is expected to be a role model, in and out of the school..

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in settings to include: Central office and schools throughout division. Frequent walking, stooping, standing, lifting, up to approximately 30 pounds, and occasional

lifting of equipment and materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Travel to schools throughout the division and central office is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. Regular contact with staff members, school administrators, and members of the community is required.

EVALUATION

The Superintendent of Schools will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.