

## **2.3 -- DEPUTY SUPERINTENDENT OF SCHOOLS**

### **Qualifications:**

1. Meet State Certification requirements for the position.
2. Advanced Degree Preferred.
3. Previous experience as a site administrator and district office administrator.

### **Reports To:**

Superintendent of Schools

### **Supervises:**

Staff members designated by the Superintendent.

### **Job Goal:**

To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

### **Performance Responsibilities:**

1. Serves in the absence of the Superintendent as the Chief Administrative Officer of the District.
2. Plans and administers an efficient system of recruiting, hiring, training, supervising, and evaluating all personnel.
3. Develops, establishes, and refines the general program of the divisions of administrative services, curriculum and instruction, pupil personnel, and personnel.
4. Prepares and administers various departmental and program budgets as assigned.
5. Keeps informed of and interprets all laws, regulations, statutes, rules, and policies affecting the division.
6. Attends Board meetings, and attends and presides over such other meetings as the Superintendent designates.
7. Prepares drafts of needed Board policies, administrative rules, and status reports for the Superintendent's review and action.
8. Communicates to the Superintendent the requirements and needs of the District as perceived by staff members.
9. Remains abreast of developments and innovations in the field by reading current literature and attending professional meetings and conferences.
10. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
11. Prepares and submits reports and other documents as required by the Superintendent.

12. Works cooperatively with leaders of other administrative divisions in integrating and coordinating individual efforts into a unified program for the District.
13. Accepts from the Superintendent such responsibilities as the Superintendent chooses to delegate, and assumes full responsibility for discharging them.
14. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

Approved by Board of Education 4/11/00