

Surry County Public Schools Assistant Superintendent - Job Description

Job Title: Assistant Superintendent
Salary Index: 1.23
Reports to: Division Superintendent

SUMMARY

Assists the Superintendent of Schools substantially and effectively in the translation of the division's educational philosophy, vision, goals, and policies into educational opportunities that directly benefit each student, particularly with respect to academic achievement.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

- Attends school board meetings and prepares reports for the school board as the Superintendent may request.
- Serves in the absence of the Superintendent as the chief administrative officer of the school division.
- Prepares drafts of needed school board policies, acts as policy contact person for Virginia School Boards Association Policy Services.
- Keeps abreast of educational development and provides leadership in bringing Pertinent innovative programs to the division. Assists in the recruitment, screening, hiring, and assigning of instructional personnel. Keeps the superintendent informed of the effectiveness and needs of the division's Instructional program.
- Assists in interpreting the division's instructional programs to the school board, Community, news media, and other interested parties.
- Directs the planning and administration of the summer school programs and after School-tutoring program.
- Provides leadership and coordination for the division-wide textbook adoption process including selection of textbooks and instructional materials.
- Coordinates and monitors state mandated programs including, but not limited to, the Standards of Learning, State Remedial Programs, Southern Association Accreditation, and Administrative Reviews.
- Directs development, implementation, and evaluation of the division's staff Development programs.
- Coordinates the Home Instructed Students' Program.
- Creates the division's budget for the following programs: Gifted Program, Mentor Teacher Program, Project STARS, Testing Program and Summer School.
- Creates and coordinates the development of the division's Six-Year Improvement Plan.

SUPERVISORY RESPONSIBILITIES

Responsible for supervising personnel as denoted on the division's organizational chart.

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 and/or EXPERIENCE

- Postgraduate Professional License.
- Masters Degree, preferably in Administration and Supervision K-12 and/or Instruction and Curriculum.
- A minimum of three years of supervisory and managerial experience.
- A minimum of three years of classroom teaching.

SKILLS and ABILITIES

Ability to read and interpret state and federal laws, reports, and test data. Ability to write reports and express ideas effectively in both oral and written form. Knowledgeable in all aspects of the instruction including special education, gifted education, adult education, and career and technical education. Ability to write reports and express ideas effectively in both oral and written form.

Ability to monitor expenditures and ensure good fiscal management of grant expenditures; demonstrates leadership skills, qualities and personal characteristics necessary to work effectively with students, teachers, parents, administrators, and the general public.

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 regularly required to stand, walk, talk, and hear. The employee frequently is required to use hands to operate office equipment. The employee is occasionally required to sit and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

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 moderate.