

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

DEPUTY SUPERINTENDENT

QUALIFICATIONS:

1. Master's Degree from an accredited educational institution with certification in Administration, Supervision, Educational Leadership, or Florida School Principal.
2. Minimum of ten (10) years educational experience with a minimum of five (5) years successful experience as a school principal, assistant principal, or District-level administrator.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

- Requires the ability to display knowledge of local, state, and federal statutes, policies and procedures which impact education.
- Requires the ability to communicate effectively with a variety of audiences, both orally and in writing.
- Requires the ability to facilitate groups to consensus.
- Requires the ability to display knowledge of conflict resolution strategies.
- Requires the ability to display knowledge of effective school's concepts and principles.
- Requires the ability to balance several job functions at one time and work under an extensive workload.
- Requires the ability to work cooperatively with other departments and agencies.
- Requires the ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.

REPORTS TO: Superintendent of Schools

SUPERVISES: Assigned Personnel

JOB GOAL

The purpose of this position is to assist the Superintendent by providing leadership for school operations and the delivery of services to facilitate the best possible educational programs throughout the District and to act in the absence of the Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Superintendent in the daily management of all School District programs and operations and acts on behalf as directed by the Superintendent.
2. Assists the Superintendent in directing and coordinating the assembly of the School Board agenda for all regular and special meetings of the Board.
3. Coordinates the assembly of the Superintendent's executive staff and cabinet meetings and develops the agenda, presiding for the Superintendent as necessary.
4. Assists the Superintendent in budget preparations.
5. Assists the Superintendent in short- and long-range planning related to all District programs and operations.
6. Assists the Superintendent and coordinates the staff's efforts in all legislative concerns at the community, state, and national level.
7. Assists school principals in all matters related to the administering and managing of his/her school.
8. Attends all School Board meetings and scheduled Board workshops and represents the Superintendent at such meetings as needed.
9. Serves as secretary or executive officer of the Board in the absence of the Superintendent.
10. Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
11. Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
12. Assists the Superintendent and coordinates the staff's efforts in maintaining open communication with the members of the School Board of Walton County, Florida.
13. Responds to concerns and inquiries in a timely manner.
14. Keeps the Superintendent informed of potential problems or unusual events.
15. Works closely with District and school staffs to support school improvement initiatives and processes.
16. Disseminates information and current research to appropriate personnel.
17. Stays well informed about current trends and best practices in areas of responsibility.
18. Facilitates the development, implementation, and evaluation of staff development activities provided in assigned areas.
19. Promotes and supports professional growth for self and others.
20. Develops annual goals and objectives consistent with and in support of District goals and priorities.
21. Maintains a network of peer contacts through professional organizations.
22. Attends training sessions, conferences, and workshops to stay abreast of current practices, programs, and legal issues.

23. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
24. Prepares or oversees the preparation of all required reports and maintains appropriate records.
25. Serves on District, state, or community councils or committees as assigned or appropriate.
26. Represents, consistently, the District in a positive and professional manner.
27. Performs other duties as assigned.

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: Twelve months, 7.5 hours per day. Salary and benefits shall be paid consistent with the adopted salary schedule for Administrative Personnel: Pay Grade 13.

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