



## Deputy Superintendent Job Description

---

**Job Title:** Deputy Superintendent  
**Reports to:** Superintendent  
**Dept./School:** Administration  
**Calendar:** 226

**Exempt Status:** Exempt  
**Date Revised:** 2-2020

### Primary Purpose:

Provide oversight, planning, organizing and implementation of District initiatives and priorities. Responsible for providing insight, research and collaboration to Superintendent and Administrative Team. Must be able to represent the Superintendent in his/her absence.

Provide leadership for human resource activities to ensure high quality staffing and retention of district personnel. Recommends and implements legally sound and effective human resource management programs, policies, and practices. Responsible for the strategic planning and implementation of human resource programs to include professional and auxiliary staffing, wage and salary administration, leave administration, performance appraisal, employee relations, and benefits.

Evaluate and provide leadership for the overall instructional program of the district. Responsible for the effective and efficient operation of the Curriculum and Instruction Department, which includes curriculum, staff development, assessment, special programs and special education.

### Qualifications:

#### Education/Certification:

10 years' experience in education leadership roles  
Three year's experience as an Assistant Superintendent or equivalent  
Superintendent Certification required  
Alternatives which the Superintendent may deem appropriate

#### Special Knowledge/Skills:

Ability to effectively mediate  
Highly effective team building skills  
Ability to evaluate staff and programs  
Knowledge of curriculum and instruction  
Knowledge of state assessment requirements  
Ability to evaluate instructional programs and teaching effectiveness  
Ability to manage budget and personnel  
Ability to implement policy and procedures  
Ability to interpret data  
Strong communication, public relations, and interpersonal skills



## Deputy Superintendent Job Description

---

### **Major Responsibilities and Duties:**

#### **District Oversight**

1. Communicate with the Superintendent regarding all relevant actions and developments.
2. Develop and oversee employee engagement initiatives.
3. Actively support the efforts of others to achieve district and campus goals and objectives.
4. Develop relevant management systems and approaches to planning and evaluation.
5. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
6. Plan the necessary time, resources, and materials to support accomplishment of education goals.
7. Chair the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
8. Ensure effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
9. Work cooperatively with directors and campus principals in developing and supervising the instructional programs in assigned subject area.
10. Assist in the preparation of the budget and administration of the budget for supplies, equipment, and facilities in area of assignment.
11. Work collaboratively with principals in interpreting testing data to improve student achievement.
12. Coordinate instructional and non-instructional planning with the appropriate Assistant Superintendents and Directors.
13. Assist in developing effective change strategies for program operations.
14. Assist in the selection of administrative personnel.
15. Other duties as deemed necessary by the Superintendent.

#### **Policy, Reports, and Law**

16. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
17. Compile, maintain and present all physical and computerized reports, records, and other documents as needed for the successful implementation of initiatives.

#### **Budget**

18. Administer budget and ensure that programs are cost effective and funds are managed prudently.
19. Compile budgets and cost estimates based on documented program needs.



## Deputy Superintendent Job Description

---

### Personnel Management

20. Evaluate job performance of employees to ensure effectiveness.
21. Prepare, review, and revise job descriptions for areas of responsibility.

### Communication

22. Provide for timely two-way communication with administrators, teachers, staff, parents and community.
23. Demonstrate skill in conflict resolution with administrators, teachers, staff, parents and community.
24. Monitor professional research and disseminate ideas and information to other professionals.

### Community Relations

25. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district's mission.
26. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
27. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.
28. Assist in communicating information to parent and community members about school programs.
29. Other duties as assigned.

### Supervisory Responsibilities:

Supervise and evaluate the performance of direct reports and support staff as assigned.

### Working Conditions:

#### Mental Demands/Physical Demands/Environmental Factors:

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours.

---

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_