

Chittenden Central Supervisory Union

Job Description

JOB TITLE: Assistant Superintendent of Schools
FLSA STATUS: Exempt
UPDATED: January 27, 2005

POSITION OBJECTIVES: To assist the Superintendent in some or all service areas including: leadership; school/principal support; management; and board support. This position serves to compliment the Superintendent in providing quality executive services to our three member school districts (Westford, Essex Junction, and Essex Union #46). To inspire, lead, guide and direct every member of the administrative, instructional and supportive services team in setting and achieving the highest standards of excellence, so that each individual student enrolled in the district may be provided with a complete, valuable, meaningful and personally rewarding education.

Further, to assist in overseeing and administering the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding awareness of and concern for their impact upon each individual student's education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Assistant Superintendent shall devote his/her entire time to the duties of the office and shall divide his/her time among the towns of the supervisory union, as nearly as may be feasible, in proportion to the number of teachers in each town. He/she shall have general supervision of the public schools in the supervisory union, and perform such duties as are prescribed by the laws of the state and by the school directors of the supervisory union (Title 16, Sec.303). The position includes a combination days including, school and district service, direction of central office work teams, overall management services and evening board and committee service duties.

Management

- Make recommendations to the superintendent on matters of policy; develop administrative regulations to implement statutory requirements and policies of the board; work with designated principals to ensure the policies of the board are executed; and interpret policy as appropriate.
- Assist in the development of long- and short-range studies and in projecting future needs of the district.
- Assist the superintendent in establishing and implementing goals and objectives for the district as directed by the board via the strategic plan; provide continuous evaluation of progress toward achievement of these goals and objectives.
- To administer the development and maintenance of an educational program designed to meet the needs of the community.
- To promote effective communication throughout the school system.
- To attend meetings of the Board of Education and participate in deliberations, except when such deliberations involve his/her own employment.
- To enforce all provisions of law and all rules and regulations of the Board of Education.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Assist the Superintendent in District-wide planning to link the curriculum and instructional program and the use of financial and human resources to the districts goals and objectives.
- Uses discretion in handling confidential information

Policy

- Carry out the policies adopted by the School Board, relative to the educational or business affairs of the school district (Title 16, Sec. 242).
- To establish and maintain an orderly system for the development and codification of board policy.
- To recommend policies on organization, finance, personnel, instruction, school plant, and other phases of the school program.

- Submits to the board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
- To encourage board participation in the development of policies to meet the systems' needs.
- To insure staff and community awareness of all existing and proposed policies.

Budget

- To assist in development the system necessary for budget preparation that clearly shows the relationship of program to expenditures.
- Develop improved operating methods and procedures as appropriate to maximize the cost effectiveness and efficiency of assigned responsibilities.
- To assist in supervising the preparation of the annual budget.
- To make recommendations concerning the budget to the Board for approval.
- To assist the board in the presentation and explanation of the budget.
- To assist supervising the fiscal administration of the budget.
- To develop and maintain systems to insure the continuous monitoring of all budgets in providing the Board with sufficient data for accurate decision-making.

Public Relations

- To direct a public relations program designed to enlist the understanding, support, and participation of the community in solving the major problems of the school system.
- To establish and maintain a positive working relationship with local and state agencies.
- Represents the district in its dealings with other school systems, institutions, agencies, and community organizations.

SUPERVISION RECEIVED:

Reports to, evaluated by, and receives administrative direction from the Superintendent.

SUPERVISORY RESPONSIBILITIES:

Exercises direct supervision over designated principals, and other assigned certificated and classified staff as the Superintendent may designate

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** A master's degree in education administration or other appropriate discipline plus 5 years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- **Certifications and Licenses.** Valid Vermont Professional Educator's License with a superintendent's Endorsement (3-90). Familiarity with Vermont's supervisory union structure.
- **Language Skills.** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to and respond to questions from administrators, parents, peers, board members and the general public. Interpret, apply, and communicate applicable federal, state, and local policies, procedures, laws and regulations; learn, interpret, apply and communicate applicable policies and regulations of the board of trustees and collective bargaining agreements. Analyze and interpret data and prepare and present oral and written reports and findings to a diverse audience; effectively represent the school district to the community.
- **Mathematical Skills.** Ability to apply concepts of basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills and Experience.** Good basic computer skills and experience with word processing programs required. Experience with Microsoft Office.

- Reasoning Ability/Mental Requirements. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Ability to effectively resolve conflicts and handle stress.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

Under most circumstances, while performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed outside weather conditions. The noise level in the work environment is usually quiet to moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.