



Job Title: Assistant Superintendent **Exemption Status:** *Exempt* **Reports to:** Superintendent **Pay Grade:** Admin/Professional 9 **Dept./School:** Central Services **Date Revised:** March 2021

Primary Purpose:

The Assistant Superintendent will use their leadership, supervisory and administrative skills to obtain and maintain the best qualified and certified personnel for every instructional and non-instructional position in the district. The director will also assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining, district-wide, the best educational programs and services.

Qualifications:

Master's degree or higher, with a strong emphasis in educational administration and supervision.
Valid Texas Administrator's Certificate.
Previous experience as administrator.

Supervises:

All district personnel. except athletic director

Special Knowledge/Skills:

Knowledge of selection, training, and supervision of personnel
Knowledge of wage and salary, benefits, and employee communications programs
Knowledge of school employment law and hearing procedures
Ability to implement policy and procedures
Ability to interpret data
Ability to manage budget and personnel
Strong communication, public relations, and interpersonal skills
Demonstrates professional, ethical and responsible behavior; serve as a role model for all district staff.

Actively participate in professional and local organizations to further the district mission
Exhibit personal initiative to provide leadership in addressing challenges facing the profession.

Experience:

Five years successful administrative experience or an equivalent amount of human resource management experience in the private and/or public sector

Responsibilities and Duties:

Personnel

1. Plan and implement a district program for recruitment, selection, orientation, and assignment of district employees.
2. Oversee the district application and screening process and ensure that the district is represented as

an attractive employer.



3. With Learning Services administer and oversee orientation programs for new employees.
4. Collect and maintain annual employee evaluation records.
5. Administer employment contracts and facilitate the contract renewal and nonrenewal process.
6. Plan, evaluate, and administer equal employment opportunity provisions and work cooperatively with others to ensure compliance with federal and state laws and regulations.
7. Assist supervisory personnel in conducting due-process procedures.
8. Oversee the necessary processing for issuance and renewal of state certificates and permits.
9. Oversee the necessary processing for issuance of alternative certification program permits.
10. Develop and implement procedures for administering salary, leaves, and other forms of compensation that effectively implement policies adopted by the board.
11. Develop and implement procedures for the preparation and revision of job descriptions and for the classification of positions in the district compensation plan.
12. Administer the teacher salary schedule and ensure compliance with the state minimum salary schedule requirements.
13. Administer the exempt and nonexempt compensation programs and ensure compliance with federal wage and overtime laws.
14. Provide cost analysis of salary and wage adjustments for the budgeting process with the Finance Director.
15. Develop and implement consultant agreements as needed for special education services and additional programs as required.
16. Complete exit interviews on all employees.
17. Maintain a complete and accurate personnel file on each district employee.
18. Assist in the development of personnel policies, rules and regulations; recommend revisions and changes to the superintendent.
19. Direct administration of payroll, benefits, leave, and retirement programs of district personnel.
20. Effectively utilize the district appraisal system with all staff members.
21. Regularly conference with supervised staff; jointly develops growth plans and supports individual professional development activities through TTESS, TPESS and district appraisals.
22. Coordinate the classification of positions and the preparation and revision of job descriptions.
23. Develop and implement procedures and practices to ensure compliance with state and federal personnel statutes.

Employee Relations:

24. Use management practices that promote collegiality, teamwork, and collaborative decision making among staff.
25. Develop and implement procedures to ensure that employees are informed of personnel policies, procedures, and programs that affect them.
26. Implement policies associated with and oversee processing of employee complaints and grievances.
27. Ensure that the employee handbook and personnel directory are created, updated annually, and distributed.
28. Serve as a district representative on the School Health Advisory Committee and coordinate meetings with District Registered Nurse.



29. Serve as district coordinator for Title IX.

School Climate:

- 30. Exhibit high expectations and high regards for staff and students.
- 31. Effectively communicates with staff, community, media, and school board on the district's mission, personnel policies, and programs.
- 32. Promotes a positive and caring attitude for employees and students.
- 33. Promotes participatory decision making for the development of positive staff morale.
- 34. Develops cooperatively with other district staff, long and short range plans related to personnel responsibilities.
- 35. Recommend policies on personnel, organization, finance, school plant and other functions of the school program.
- 36. Is aware of the district's curricula and instructional implementation strategies and the overall ways that the functions of the personnel office support instruction.
- 37. Assist in the systematic evaluation of the effectiveness of the district instructional program.
- 38. Encourage the use of emerging technologies and supports the development of innovative instructional programs.

Budget:

- 39. Work with Directors to compile and report projections of staff and facility needs.
- 40. Ensure that programs are cost effective and that funds are managed prudently.
- 41. Compile budgets and cost estimates based on documented program needs as directed.
- 42. Implement the policies established by federal and state laws, State Board of Education rule, and local board policy in the area assigned.

Records:

- 43. Supervise personnel records management.
- 44. Compile, maintain, file, and secure all physical and computerized reports, records, and other required documents.
- 45. Coordinate districtwide Record Management with Budget Director and all campuses.
- 46. Coordinate Public Information requests.

Human Resources:

- 47. Recruit, train, and supervise department staff and make sound recommendations relative to personnel placement, assignment, retention, discipline, and termination.
- 48. Evaluate job performance of department staff to ensure effectiveness.
- 49. Develop training options for department staff to ensure the department's effective operation.
- 50. Ensure that department operations contribute to the attainment of district goals and objectives.
- 51. Recommend policies that improve human resource related programs.
- 52. Attend board meetings regularly and make presentations to the board.
- 53. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices.
- 54. Maintain confidentiality.



Operations:

55. Be familiar with Board Policy in all areas to make informed decisions and recommendations for campus administration and superintendent.
56. Respond to emergency calls if/when needed.
57. Recommend policies on personnel, organization, finance, school plant and other functions of the school program.
58. Serve as a liaison with the state emergency management staff and other local emergency management personnel.
59. Ensure that school (district) rules are uniformly observed and consequences of misconduct are applied equitably to all students.
60. Advise administration about inclement weather conditions that may result in the closing of schools or road hazards.
61. Coordinate all administrative assignments at Friday night football games.

Emergency Management:

62. Coordinate with the superintendent and campus principals on emergency management matters.
63. Keep the superintendent and campus principals aware of the district's preparedness status and emergency management needs.
64. Help organize and conduct training programs to promote a safe work environment.
65. Perform disaster duty as needed.
66. Coordinate with organized Law Enforcement Departments regarding emergency operations.
67. Coordinates district Crisis Management Plan in conjunction with Transportation and Facilities Directors.
68. Inform the superintendent promptly of all cases of extreme danger or disaster where it would be necessary to set aside any board rules or regulations.

Insurance Programs:

69. Develop, implement, coordinate and maintain paperwork related to the issuance and coverage of Automobile, Property, Liability insurance for district personnel and physical buildings and grounds.
70. Implement and coordinate all components of the Worker's Compensation Program and maintain all paperwork as required.
71. Implement and coordinate all components of the district's Unemployment Insurance program and maintain all paperwork as required.
72. Implement and coordinate all components of the Student Insurance Program and maintain all paperwork as required. Work with school personnel to ensure proper coordination of services.
73. Submit completed coverage proposals to the Budget office and School Board for approval. **Other:**
74. Assist superintendent in the general supervision over the operation of the school system
75. Assists superintendent in budget development and reporting process; ensures that programs are cost effective, and funds managed prudently.



76. Communicates the human, material, fiscal resources, and time management needed to implement the district's personnel programs and services.
77. Take action to ensure that all facilities are kept in good repair and provide a safe and conducive learning environment.
78. Coordinate school pictures and bids.
79. Serve as Hearing Officer for appeals of free/reduced meal applications.
80. Serve as Hearing Officer for expulsion hearings and as Level II designee
81. Have sufficient understanding of the student management system that results in positive and constructive student behavior.
82. Directs, assigns, and participates in administrative supervision of extracurricular activities.
83. Use information provided through assessment and development instruments, the district appraisal process, and evaluative feedback to improve own performance.
84. Use personal initiative to develop needed professional skills appropriate to job assignments.
85. Attend professional conferences to keep abreast of legal changes in all areas of responsibility.
86. In cooperation with the Superintendent & DEIC develop a school calendar and provide scenarios.
87. Maintain good rapport with school board, parents and community to promote the mission of the district.
88. Provide management & supervision for campus principals and assistant principals as directed.
89. Maintain confidentiality of all personnel and student information.
90. Perform other duties as assigned.
91. Develop and ensure non-resident student transfer program operates effectively for the district.

Food Services Department:

92. Responsible for determining the eligibility of participants in the National School Lunch (NSLP) and School Breakfast Program.
93. Ensured that every student listed as free or reduced eligible on the Child Nutrition master roster or the Child Nutrition point of sale roster has a source document to show the student is eligible for the approved meal benefit.
94. Administer and adhere to section 4 of the Administrative Resource Manual (ARM) requirements concerning determining the eligibility of free and/or reduced price meal applications.
95. Compile and complete all components and paperwork of the Food Service program through TX-UNPS..
96. Oversee the FNP and work cooperatively with Chartwells to promote the effective delivery of the National School Lunch Program.
97. Direct and manage the district response to the bi annual Texas Dept of Agriculture Administrative review of Food Nutrition Program.

Supervisory Responsibilities:

96. Supervise and evaluate the performance of Human Resources Secretary, Administration Office Secretary, PEIMS Coordinator, Superintendent's Secretary, District Testing Coordinator



Working Conditions: Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress.
Frequent district wide and occasional statewide travel.
Occasional prolonged and irregular hours.
Occasional prolonged moderate physical activity.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by Date