



Title:	Assistant Superintendent of Auxiliary Services
Reports to:	Superintendent
Terms of Employment:	12 months
Salary:	Negotiable

Qualifications:

- Master's Degree
- Valid State certificate
- Demonstrated administrative leadership at the building level
- Demonstrated skill in district and building operations and service
- Demonstrated skill in supervision and evaluation
- Demonstrated skill in oral and written communication

Overall Duties:

The Assistant Superintendent-Administrative Services is responsible for general operation of individual schools and the district in areas outside of curriculum and instruction. This includes, but is not limited to, various programs, policy and procedure, special projects, business services and technology. This position reports directly to the Superintendent.

Specific Duties and Responsibilities:

1. Assists the Superintendent in overseeing the operation of the school district.
2. Works with directors, coordinators, principals, and building staffs to build vision, set priorities, and develop long- and short-range plans for the day-to-day operation of the school district.
3. Supervises the performance of Coordinator of Student Services, Director of Transportation and Director of Information Technology, and Director of Facilities/Maintenance collaborates with the Superintendent on the evaluation of other administrators.
4. Assists the Superintendent in overseeing the development and distribution of building and department budgets and manage expenditures as requested.
5. Troubleshoots unanticipated problems related to the operation of the school district.
6. Provides leadership in the development, writing, and implementation of policies and procedures for the school district.
7. Establishes expectations for collaboration, compliance with district policy and procedures, and quality continuous improvement.

8. Ensures that the district operations are in compliance with federal, state and local requirements and reflect the best thinking and practices of educators and professionals in their respective fields.
9. Works effectively with parents to address needs and concerns.
10. Attends meetings of K-12 principals, Superintendent's Cabinet, District Leadership Team, Board Committees.
11. Assists principals and district level administrators in the development of leadership skills.
12. Participates as needed and/or requested in the selection and orientation of principals and other staff.
13. Communicates and provides direction for all building staffs to ensure quality performance at all levels.
14. Provides leadership for the study of enrollment patterns and demographics and works with Directors, Coordinators, and principals in developing possible changes in attendance areas, assignment of staff and service equity.
15. Plans for resources required for the future to support operations, and facilities and develops updates on school district operations and presents to the Board of Education.
16. Organizes and leads committees as requested by the Superintendent.
17. Serves as a liaison to various community, university, and other school district projects and groups within the county.
18. Provides leadership for positive conflict resolution for schools, parents, student, and staff.
19. Seeks outside resources and recognitions for the school district by supporting staff who apply for grants and awards.
20. Achieves personal and professional growth.
21. Facilitates and/or makes arrangements for Leadership Team and Board of Education meetings, conducts monthly meetings.
22. Attends Board of Education meetings in open and executive session as required.
23. Conducts studies on areas of operation and efficiency for quality improvement.
24. Assumes such other responsibilities and performs other duties as may be assigned by the Superintendent.