

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Associate Superintendent, Operations **Job Code:** 79002
Job Classification: 02 Non-Instructional, District Based Admin. **EEO Line:** 05
Job Class Category: Administrative Personnel **Job Description Supplement Code:** 06
Reports to: Superintendent **Salary Locator:** Support Schedule 5

PCSD job description: Associate Superintendent, Support Services

SUMMARY: To assist the Superintendent by providing leadership for school operations and the delivery of services to facilitate the best possible educational programs throughout the school system.

QUALIFICATIONS:

- 1) Master's Degree in Educational Administration & Supervision, Educational Leadership or related field
- 2) Seven (7) years of progressively responsible experience in education with at least five (5) years in administration
- 3) Work experience in personnel management, school operations, resource allocations and continuous quality organizational improvement.
- 4) Valid Florida Driver's License and acceptable driving record
- 5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Skills in planning, research and management
- (4) Knowledge of Florida School Laws, State Board of Education rules, and District School Board policies
- (5) Ability to interpret and enforce policies, rules and statutes.
- (6) Ability to communicate effectively with school personnel, parents, and members of the community
- (7) Specific knowledge of transportation, maintenance, facilities and personnel.
- (8) Advanced interpersonal and conflict resolution skills
- (9) Ability to utilize technology

SUPERVISES:

Director of School Food Services
Director of Transportation
Director of Purchasing & Distribution
Facilities Specialist
Facilities Supervisor

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (4) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (5) Keep the Superintendent informed of all activities, problems, and issues involved in assigned areas of responsibility, and serve on the Superintendent's Management Team.
- (6) Provide leadership, direction and oversight of designated District services

- (7) Facilitate processing ideas and seeking problem resolutions which, in turn, become the basis for District-wide planning.
- (8) Facilitate solutions to inter-school and department problems and provide feedback and monitoring for those supervised.
- (9) Maintain a close working relationship with school administrations to ensure information exchange and the coordination of effort for effective school operations.
- (10) Assist the Superintendent with maintaining a positive working relationship with the School Board
- (11) Assist in the preparation for collective bargaining negotiations
- (12) Ensure close articulation among District-level functions and schools
- (13) Conduct/coordinate major initiatives as assigned by the Superintendent
- (14) Assist in the preparation of the budget
- (15) Coordinate the redistricting of schools
- (16) Assist in the development, implementation and evaluation of staff development activities
- (17) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (18) Supervise/oversee Transportation Director, Facilities Supervisor, Facilities Specialist, and Food Service Director
- (19) Supervise the preparation of all required reports and the maintenance of all appropriate records
- (20) Participate in the process of developing the District's compensation plans
- (21) Oversee the District's transportation services
- (22) Oversee maintenance services and new construction and facilities
- (23) Provide vision and leadership for implementation of technology in fiscal and administrative functions
- (24) Serve as chief negotiator representing the Board
- (25) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District
- (26) Coordinate and disseminate School Board policies and administrative guidelines
- (27) Perform all other incidental tasks and duties consistent with the goals and objectives of this position as requested by the Superintendent

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

BOARD APPROVAL:

November 2010