



JOB TITLE	DEPARTMENT	REPORTS TO
Deputy Superintendent	Superintendent's Office	Superintendent

Position No: 72001	Length of Work Year: 12 Months
Salary Schedule: AD12	Date Approved: 4/27/04
FSLA: Exempt	Date Revised:

MINIMUM QUALIFICATIONS

1. Master's Degree or higher with Florida Certification in Administration and Supervision, Educational Leadership or School Principal
2. Successful cumulative work experience with increasing levels of responsibility in directing program development, implementation and management.
3. Demonstrated knowledge of curriculum development including the design qualities of Working on the Work (WOW), management of instructional programs, performance accountability, educational service delivery, personnel systems and benefits, facilities (construction and maintenance), transportation and food service operations, cost control systems, accounting and financial management, public and inter-governmental relations and legal issues pertinent to the governance of the district.
4. Commitment to pursue cross-training in any of the functional areas cited above where the Deputy does not have significant experience.
5. A collaborative leadership style.
6. At least five (5) years successful experience in an educational management position or principalship.
7. Demonstrated knowledge of Standard Bearer School District design characteristics, goals and objectives.
8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To assist the superintendent in exercising the general powers described in Florida Statutes Section 1001.49 and to carry out those duties and responsibilities described in Florida Statutes 1001.51 as may exist at any time.
2. To know, promote and ensure continuance of District-wide vision, beliefs and mission.
3. To act on behalf of Superintendent upon his/her absence from the district and at other times upon request.
4. To administer overall executive authority and provide direct supervision of teaching and learning services.
5. To coordinate the activities of the Standard Bearer School District process.
6. To coordinate the overall activities of business services, management information services, human resource services, curriculum and learning services and principals/schools.
7. To represent the district in various legislative matters and groups; and coordinate the district's annual legislative program.
8. To assist in the preparation of school board meetings agenda, preparing action items of routine and priority nature, as well as timely reports.
9. To coordinate the school board attorney's services.
10. To conduct administrative hearings as required.
11. To coordinate the district accreditation process, including annual reports, visitation proceedings, communicating standards and resource availability.
12. To coordinate and oversee state program evaluation process, including organizing committees, review of criteria and remedial actions.
13. To assist the Superintendent in the selection of designated personnel.

14. To keep abreast of education related legal and legislative requirements, including proposed changes, and provide advice to the superintendent as to their effect on the school system and the proposed district response.
15. To coordinate instructional programs, practices and plans with local, state and federal agencies.
16. To evaluate and assist in the improved professional performance of those supervised, including the staff development program.
17. To prepare agenda for executive council, principal and district planning team meetings incorporating items from the superintendent and senior administrators.
18. To communicate with Board members in accordance with guidelines established by the superintendent.
19. To provide leadership in the core business of creating engaging and authentic work within the school district.
20. To perform other incidental tasks and services consistent with the goals of the position or as directed by the Superintendent.

PHYSICAL DEMAND CLASS:

Physical Demand Class: Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.