

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DEPUTY SUPERINTENDENT, CHIEF ACADEMIC OFFICER

SALARY SCHEDULE: ASSISTANT SUPERINTENDENT

COST CENTER: OFFICE OF THE SUPERINTENDENT (9039)

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution required; Doctoral Degree preferred.
- (2) Experience in public school systems, including teaching and administration positions, illustrating a successful progression of broader responsibilities.
- (3) Certified in Educational Leadership.
- (4) Minimum of five (5) years successful experience in school-based and/or central office educational leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends in research in curriculum and instruction. Knowledge of national, state and district educational goals and standards. Knowledge of current research and proven best practices in effective schools literature and continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and management of instructional programs. Knowledge of statutory and regulatory requirements, the Course Code Directory and Florida Statutes related to curriculum and instruction requirements, and the Pupil Progression Plan. Ability to balance several job functions at one time and work under a heavy work load. Ability to represent the District at various local, state and regional functions. Ability to supervise personnel. Ability to organize, plan and present information to various audiences. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Superintendent

JOB GOAL

Promote and maintain the District's high achievement status in the State. Create and communicate a common vision for the growth and development of all students. Provide support and guidance to the Superintendent in areas of curriculum and instruction.

SUPERVISES:

Executive Directors: Elementary, Middle, High, Pupil Support Services, Integrated Instructional Support, and Workforce Development

PERFORMANCE RESPONSIBILITIES:

- * (1) Engage stakeholders through collaborative efforts in order to build trusting relationships and promote high student achievement.
- * (2) Supervise efforts to continuously improve student achievement for all students.
- * (3) Monitor all areas of school accountability, including assessment data.
- * (4) Develop leadership qualities in staff in order to build district-wide capacity.
- * (5) Serve as the major advisor to the Superintendent in matters relating to the successful operation of the District.
- * (6) Establish goals, policies, procedures, regulations and processes with appropriate executive directors and administrators.

DEPUTY SUPERINTENDENT, CHIEF ACADEMIC OFFICER (Continued)

- * (7) Ensure compliance with School Board, District and state policies and guidelines in assigned areas of responsibility.
- * (8) Assume responsibility for overseeing and implementing grants related to school improvement.
- * (9) Submit an annual budget based on assessed needs, District philosophy, District goals and short- and longterm objectives.
- *(10) Supervise the budgeting processes and cost savings programs associated with all aspects of the instructional division.
- * (11) Serve as a liaison for the District with appropriate community, state and/or national agencies.
- * (12) Represent the School District in relationship to community, state and/or national efforts and concerns.
- * (13) Serve as Acting Superintendent in the absence of the Superintendent and represent the office of the Superintendent at official functions and activities as directed by the Superintendent.
- * (14) Work cooperatively with all business areas to ensure that instructional concerns are represented in all decision making.
- * (15) Establish and maintain effective communications with the community, including responding to community feedback, public inquiries, and suggestions.
- * (16) Develop and promote professional development in curriculum and instruction for all instructional staff and PLC teams.
- * (17) Keep up-to-date and well informed of trends, best practices, legislative changes and legal issues in assigned areas of responsibility.
- * (18) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- * (19) Provide technical assistance to school-level personnel in matters pertaining to assigned areas.
- * (20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (21) Recruit and recommend qualified personnel to fill vacancies as needed.
- * (22) Serve on the Superintendent's Leadership Team.
- * (23) Make and share decisions in a timely manner.
- * (24) Establish high expectations for self and others.
- * (25) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- * (26) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- * (27) Facilitate problem solving by groups or individuals.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (29) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

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

DEPUTY SUPERINTENDENT, CHIEF ACADEMIC OFFICER (Continued)

EVALUATION:

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

Job Description Supplement No. 11

*Essential Performance Responsibilities