

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT - CHIEF OF STAFF

SALARY SCHEDULE: ASSISTANT SUPERINTENDENT

COST CENTER: OFFICE OF THE SUPERINTENDENT (9039)

QUALIFICATIONS:

- (1) Bachelor's Degree with ten (10) years of experience or a Master's Degree from an accredited educational institution. Certification in Educational Leadership is preferred.
- (2) Three (3) years of increasingly responsible experience in education or project management-related field, with three (3) years of related management or supervisory experience preferred. Experience in public school administration, public school district administration, or other large diverse organizations preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- **Communication:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Cost Consciousness:** Works within approved budget. Conserves organizational resources. Develops and implements cost-saving measures.
- **Leadership:** Exhibits confidence in self and others. Inspires respect and trust. Reacts well under pressure. Shows courage to take action. Motivates others to perform well.
- **Managing People:** Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self-available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.
- **Planning & Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- **Project Management:** Develops project plans, and coordinates projects. Communicates changes and progress. Completes projects on time and on budget. Manages project team activities.

REPORTS TO:

Superintendent

JOB GOAL

To ensure continuous improvement in student performance by assisting the Superintendent and other senior cabinet members in providing the necessary leadership and supervision to develop, maintain, and lead educational programs and services for the benefit of each student.

SUPERVISES:

Personnel as assigned

PERFORMANCE RESPONSIBILITIES:

- *(1) Reviews policies and procedures continuously to make recommendations to improve upon and

CHIEF OF STAFF continued

- standardize the processes, including all school improvement initiatives.
- * (2) Is responsible for designing and implementing operational structures and leading ongoing district operations.
- * (3) Supervises and collaborates at the discretion of the Superintendent with offices overseeing district operations, including but not limited to climate and culture, mental health, technology, human resources, academics, facilities and planning, business and finance, safety and security, communications, federal and state compliance, equity, and strategic planning.
- * (4) Collaborates with legal counsel on issues pertaining to the district.
- * (5) Inspects and analyzes operations regularly within the area of assignment to take action to continuously improve procedures, services, and support to schools and work locations.
- * (6) Establishes cooperative relationships with district departments, employees, and suppliers, effectively communicating and interpreting policies and procedures as necessary.
- * (7) Identifies and resolves district issues with reference to higher authority as may be required for corrective action.
- * (8) Assists in the preparation and issuance of various internal monthly and annual reports that accurately represent the district activities.
- * (9) Represents the Superintendent as designated at meetings with school district departments, suppliers, and public agencies.
- * (10) Evaluates staff in accordance with district policies and procedures.
- * (11) Participates in Superintendent's Cabinet meetings to assist in formulation, implementation, and evaluation of appropriate policies and procedures concerning the school system.
- * (12) Generates creative solutions to district challenges.
- * (13) Prepares recommendations for School Board meeting agendas and attends school board meetings.
- * (14) Leads and monitors division/department in progress toward attainment of divisional strategic goals and objectives.
- * (15) Interprets and applies local, state, and federal legislation requirements and standards to district programs and services.

- * (16) Represents the Superintendent at school, business, and community meetings during business hours and non-standard business hours. Attends local, regional, and state meetings as a representative of the Superintendent.
- * (17) Supervises and collaborates with divisions/departments as assigned by Superintendent.
- * (18) Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- * (19) Prepare and present evaluation and monitoring reports for the School Board and various fund sources.
- * (20) Interact with school/district-based leadership, outside agencies, businesses, and the community to enhance understanding of district initiatives and priorities and to elicit support and assistance.
- * (21) Disseminate information and current research to appropriate personnel.
- * (22) Keep well informed about current trends and best practices.
- * (23) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- * (24) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (25) Serve on district, state, community councils or committees as assigned or appropriate.
- * (26) Represent, consistently, the district in a positive and professional manner.
- * (27) Use appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (28) Assist in implementing the district's goals and strategic commitments.
- * (29) Exercise proactive leadership in promoting the vision and mission of the district.
- * (30) Provide oversight and direction for cooperative planning with other agencies.
- * (31) Set high standards and expectations for self and others.
- * (32) 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.

CHIEF OF STAFF continued

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the district.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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 Board's policy on the evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities