

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Deputy Superintendent

Qualifications:

Credentials: Administrator's Superintendent Certificate

Education: Master's degree in Education, Administration, Human Resources, or related field.

Training or Experience Required: 5 years of school administration experience.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition, must use creativity; makes public speeches or presentations or provides complex letters or reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Reports To: Superintendent of Schools **and/or Board of Education**

Job Goal (Purpose of Position): To assist the Superintendent in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

An incumbent in this position will utilize discretion, ingenuity and independent judgment necessary to the job.

Deputy Superintendent

(2 of 3)

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy, good judgment and problem solving skills; making formal presentations, when requested; interpreting policies and procedures based on experience; providing counseling, negotiations, or mediation techniques, as appropriate. Must handle effectively complaining or grieving employees, applicants and other users of system. Much of the contact and results must be kept confidential.

Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while performing assigned tasks; productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Assist with short and long range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, other managers, and community members to accomplish district objectives or goals. (H) Contribute to quality of district programs including extracurricular programs; and be involved in personal growth and development.

Essential Job Functions/(PERFORMANCE RESPONSIBILITIES):

1. In the absence of the Superintendent, serves as chief administrative officer of the District.
2. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations to the Superintendent.
3. Reports on the status of district programs and services at the request of the Superintendent.
4. Prepares drafts of needed Board policies and administrative regulations for the Superintendent's review and action.
5. Serves on such committees and supervises such other programs, services and personnel as the Superintendent may direct.
6. Attends Board meetings and prepares such reports for the Board as the Superintendent may request.

Deputy Superintendent

(3 of 3)

7. Assists in curriculum planning and in-services education for the professional staff as a member of the administrative staff.
8. Serves, upon assignment by the Superintendent, as a resource person to other administrators in the District.
9. Interprets the programs, philosophy, and policies of the District to staff, students, and the community at large, as needed.
10. Maintains liaison with social, professional, civic volunteer, and other community agencies and groups having an interest in the schools.
11. Communicates to the Superintendent the requirements and needs of the District as communicated by staff members.
12. Recommends and assists in the recruitment of all personnel for the District.
13. Assists in fostering professional growth and building of staff morale throughout the District.
14. Confers with appropriate staff members on matters of concern.
15. Performs such other tasks and responsibilities as the Superintendent may assign.

Supervision exercised:

An incumbent supervises an assigned staff of employees. Has responsibility to recommend hiring/firing; develop training, and to evaluate employees.

Physical/Mental Requirements and Working Conditions:

Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before large audiences.

TERMS OF EMPLOYMENT: 260 Days

SALARY: To be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 11-8-93

Revised: 01-11-10