

SHELBY COUNTY SCHOOLS

JOB TITLE: ASSISTANT SUPERINTENDENT OF ADMINISTRATION

QUALIFICATIONS:

1. Earned bachelor and master's degrees; higher degree desirable, but not required.
2. Hold Alabama superintendent-principal certificate.
3. Minimum of fifteen (15) years experience in teaching and/or educational administration and supervision.
4. Experience as a school principal or central staff member highly desirable, but not required.
5. Demonstrated leadership ability in working with students, staff, parents, and the general public.

REPORTS TO: Superintendent

JOB GOAL: To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Encourage and assist in the development of reporting systems that will use statistical data in comparative reports to indicate the effectiveness of programs and management techniques.
2. Prepare drafts of needed Board policies and administrative rules for the superintendent's review and action.
3. Assist in the determination of types of programs needed by the schools and make appropriate recommendations.
4. Report on the status of district programs and services at the request of the superintendent.
5. Assist the Superintendent in directing the administration and coordination of the district's Student Services and Community Education programs.
6. Evaluate the performance of staff members under his/her direct supervision and others as assigned.
7. Stay knowledgeable about current research for effective teaching strategies and promote this direction to administrators in the system.
8. Exercise general administration of the central office.

9. Communicate to the superintendent the requirements and needs of the district as perceived by staff members.
10. Serve upon assignment by the superintendent as a resource person to all assistant superintendents, coordinators, principals and other administrators and confer with appropriate assistant superintendents on matters of concern.
11. Supervise and direct the evaluation of all system administrators to include central office staff, principals and assistant principals, and coordinate with the personnel department the evaluation of teachers and support staff, as needed.
12. Approve all reports, publications, and other documents developed within the staff prior to distribution outside the central office.
13. Act as liaison between the Superintendent and the Board of Education and their attorneys, and work directly with attorneys representing the school system in litigation and related activities.
14. Keep informed of and interpret all laws, regulations, statutes, rules, and policies affecting the district.
15. Attend Board meetings and prepare such reports for the Board as the superintendent may request.
16. Approve purchase orders, invoices, reports and documents as assigned by the Superintendent.
17. Recommend to the Superintendent appropriate changes in the organization of the staff.
18. Be regular and punctual in attendance.
19. Maintain the confidentiality of Board of Education business.
20. Perform such other duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: Annual contract. Salary according to appropriate salary schedule. Exempt employee. To be assigned an automobile with telephone, full time, for transportation between home and office and for all other official travel.

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

REVIEWED AND AGREED TO BY: _____ **DATE:** _____