



JOB DESCRIPTION

JOB TITLE: **Deputy Superintendent of Administrative Leadership & Services (ALS)**

Position Type: Exempt	Department: Administrative Leadership & Services
Salary Schedule: Exempt	Reports to: Superintendent
Salary Range: 10	Location: District Office
Term of Employment: 12 months	Date: June 24, 2022
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To provide effective leadership, supervision and direction in developing Implementing, evaluating and maintaining excellence in Administrative Leadership, School Operations. This responsibility includes supervision of building principals as they implement district strategic initiatives in the areas of student learning, employee development, stakeholder satisfaction and organization effectiveness and efficiency.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Provides staff leadership to ensure understanding and promotion of the District's Key Strategic Priorities through the organization.
- Coordinates with other Cabinet members a comprehensive professional development program
- Holds staff meetings to interpret board policy or administrative rules changes, to discuss developments and to evaluate trends in education pertaining to areas of assigned responsibility.
- Prepares and administers all budgets connected with assigned areas of responsibility.
- Works cooperatively with leaders of other administrative divisions to integrate and coordinate individual efforts to improve focus and alignment of District initiatives and programs and supports principals with how to supervise the written, taught and tested curriculum.

- Develops the final summative evaluations of the building principals through coordination of the other District departments and oversees their work and training and instructional leaders.
- Provides leadership, support and oversight of all principal supervisors.
- Attends all board meeting and prepares reports requested by the Superintendent and/or Board, keeping them aware of important issues and information.
- Serves as a resource person to all members of the organization.
- Oversees the hiring of all new building administrative staff.
- Provides leadership and school operations support to high schools and high school level programs.
- Provides leadership and school operations support to elementary and middle schools level programs.
- Maintains and provides leadership with Administrative Management Guidelines and establishes effective communication systems with school administrators.
- Prepares appropriate summary reports and disseminates information to appropriate decision-makers and other publics.
- Accessible throughout the workday for administrators.
- Meets any additional specific job requirements as indicated by the Superintendent.
- Provides leadership, support and oversight to the Director of School Operations and Athletics.
- Provides leadership, support and oversight to the Director of Communications and Community Involvement.
- Provides leadership, support, and oversight of Federal Programs management.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES:

- Supervises the Director of School Operations and Athletics, Director of Communications and Community Involvement, ALS Manager, Manager of Federal Programs and ALS Secretary. Indirect supervisory responsibility over principal supervisors who are outside of ALS.
- Is responsible for the overall direction, coordination, and evaluation of, professional development, and program evaluation.
 - Supervises school principals.
 - Directly supervises non-supervisory employees.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.

- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must maintain a well-groomed appearance.
- Recommends and completes realistic goals and objectives where appropriate.
- Recognizes and recommends alternate approaches and potential solutions to problems.
- Utilizes appropriate district policies and procedures.
- Prepares and coordinates necessary schedules and activities.
- Supervises and evaluates classified staff.
- Makes clear, well-defined decisions, and communicates those decisions to the appropriate people.
- Assesses needs and recommends improvement for the department.
- Actively continues education and memberships in professional organizations that will promote continued growth.
- Communicates effectively with all district personnel.
- Is accessible to school personnel, parents, and community.
- Responds promptly to questions and requests and seeks assistance when appropriate.
- Develops positive working relationships with school staffs, district office staff and the Governing Board.
- Works effectively with parent groups.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have a valid Arizona Administrative Certificate.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must meet all NCLB (Highly Qualified) qualifications.
- Must attain SEI endorsement as required by Arizona Department of Education.

EDUCATION AND/OR EXPERIENCE:

- Master's Degree (M.A.) or higher from a four-year college or university.
- Doctorate Degree (Ed.D.) preferred.
- Minimum of five years successful prior experience in assigned responsibility areas listed above.
- Administrative experience at both school and District level required.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.

- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.