

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

**ASSOCIATE SUPERINTENDENT
FOR OPERATIONS/DISTRICT SUPPORT SERVICES 79002**

QUALIFICATIONS:

- (1) Master's Degree in related field.
- (2) Ten (10) years of progressive experience in the coordinator, supervision and evaluation of business operations and operational efficiency development.
- (3) Work experience in purchasing, distribution, resource allocation and continuous quality organizational improvement.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated skills in planning, research, and management. Knowledge of Florida School law, State Board of Education rules, and District School Board policies. Ability to interpret and enforce policies, rules, and statutes. Ability to communicate effectively with school personnel, parents, and members of the community. Specific knowledge of transportation, maintenance, facilities and personnel. Advanced interpersonal and conflict resolution skills.

REPORTS TO:

Superintendent of Schools

JOB GOAL

To act in the Superintendent's absence, and to assist the Superintendent by providing leadership for school operations and the delivery of services to facilitate the best possible educational programs throughout the school system.

SUPERVISES:

School Food Services Director
Transportation Director
Maintenance and Facilities Director
Purchasing Agent

PERFORMANCE RESPONSIBILITIES:

- *(1) Act in the absence of the Superintendent and keep the Superintendent informed of all activities, problems, and issues involved in assigned areas of responsibility, and serve on the Superintendent's Leadership Team.
- *(2) Provide leadership, direction and oversight of designated District services.
- *(3) Facilitate processing ideas and seeking problem resolutions which, in turn, become the basis for District-wide planning.
- *(4) Facilitate solutions to inter-school and department problems and provide feedback and monitoring for those supervised.
- *(5) Coordinate the strategic planning process.
- *(6) Maintain a close working relationship with school administrators to ensure information exchange and the coordination of effort for effective school operations.
- (7) Assist the Superintendent in developing agendas for School Board meetings.
- *(8) Assume the day-to-day duties of the Superintendent, as assigned, in order that the Superintendent has time for planning and community relations.
- *(9) Assist the Superintendent with maintaining a positive working relationship with the School Board.
- *(10) Facilitate effective community relations.

- (11) Assist in the preparation for collective bargaining negotiations.
- *(12) Assist in the development of administrative guidelines.
- *(13) Ensure that there is close articulation among District-level functions and schools.
- (14) Assist in the development, implementation and evaluation of leadership development training programs.
- *(15) Conduct/coordinate major initiatives as assigned by the Superintendent.
- *(16) Assist in the preparation of the budget.
- *(17) Oversee and monitor the staffing of schools based on the school's staffing plan and the Department of Human Resources.
- (18) Coordinate the redistricting of schools.
- *(19) Collaborate with the Assistant Superintendent/Executive Director for Curriculum and Instruction to ensure management and instructional goals are consistent with the education philosophy of the District.
- *(20) Identify and synthesize school-level needs and provide liaison with other District staff members.
- *(21) Serve as liaison between school centers and District-level services.
- *(22) Coordinate and disseminate School Board policies and administrative guidelines.
- (23) Serve as contact person for the District with the Crown Consortium.
- (24) Assist in the development, implementation and evaluation of staff development activities for school personnel.
- *(25) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(26) Prepare or supervise the preparation of all required reports and the maintenance of all appropriate records.
- *(27) Provide continuous coaching / mentoring to strengthen administrative skills.
- *(28) Coordinate the updating of School Board policies and legal sources.
- *(29) Participate in the process of developing the District's compensation plans.
- *(30) Oversee the District's transportation services.
- *(31) Oversee maintenance services and new construction and facilities.
- *(32) Provide vision and leadership for implementation of all fiscal and administrative functions.
- *(33) Serve as chief negotiator for Board.
- *(34) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District
- *(35) Oversee the District's environmental disaster control planning.
- *(36) Perform other incidental tasks consistent with the goals and objectives of this position

PHYSICAL REQUIREMENTS:

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

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 6

SALARY LOCATOR: SUPPORT PERSONNEL SALARY SCHEDULE 5