

ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent, plan, organize, control and direct the functions of the Educational Services department; formulate and develop educational systems, policies, standards and procedures in compliance with a variety of federal, State and local laws, rules and regulations; serve as a member of the Superintendent's Cabinet; supervise and evaluate the performance of assigned personnel.

ESSENTIAL JOB FUNCTIONS:

Plan, organize, control and direct the overall activities and operations of the Educational Services division; oversee and direct a variety of divisions within the Educational Services department including pre-school through 12th grade curriculum, instruction, and other programs.

Formulate and develop educational systems, policies, standards and procedures in compliance with a variety of federal, State and local laws, rules and regulations; coordinate department management and personnel, information and resources to assure educational events, services, organizations and departments run smoothly and efficiently.

Serve as a member of the Superintendent's Cabinet; review Board agenda items; prepare and review materials and reports for the Board.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; oversee division personnel activities and approve employment decisions; assign employee duties and review work to assure compliance with established guidelines, requirements and procedures.

Provide technical assistance and serve as advisor to the Superintendent regarding assigned department and activities; serve as liaison between the school districts, governmental agencies, State Department of Education and others to communicate information and develop departmental programs.

Serve as representative at various meetings, conferences and public events; make presentations and speak to groups and audiences regarding department activities and operations; serve on committees and represent the Superintendent as needed.

Participate in a variety of planning and negotiating activities with various internal and outside personnel and agencies; collaborate with department Supervisors to provide support and monitor division activities for compliance with goals and missions.

Direct the development and preparation of the annual preliminary budget for the Educational Services department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Coordinate activities with internal departments and personnel as required; collaborate with administrators, directors, coordinators and teachers as needed to complete department activities.

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Prepare and maintain a variety of reports and documentation related to department activities; oversee the preparation of board and end of year reports, enrollment projects and related records and budget reports; assure department Directors conduct evaluations accurately and oversee the collection of related records.

Operate a variety of office equipment, a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings related to Educational Services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

HAZARDS:

Exposure to dissatisfied or abusive individuals.