



Deputy Superintendent of Schools

FLSA Status:

Exempt, Administrative

Qualifications:

Doctorate of Education preferred
MA required in job related area
Such alternatives to above
qualifications as the Board may
find appropriate and acceptable

Certification and Licenses:

Valid Missouri Certification for
Superintendent of Schools

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Salary Schedule:

TBD

Experience:

At least five years' educational leadership
experience in administrative capacity or
central office administrator
Desire to continue career improvement by
enhancing skills and job performance

Reports to

Superintendent of Schools

Terms of Employment

12 month employee, with benefits according to Board policy

Purpose Statement

The job of Deputy Superintendent of Schools serves as the Chief Executive Officer of the school district in the absence of the Superintendent and is vested with the authority of the Superintendent to make decisions and resolve issues related to the day-to-day operations of the Platte County R-3 School District. The Deputy Superintendent serves as a senior leader to the Superintendent and provides leadership for the district to create and implement high-leverage strategic initiatives, clear and thorough execution strategies, with monitoring and accountability systems for performance excellence. The Deputy Superintendent provides advice as to the appropriate use of all resources; oversees changes in policy and practice; and assists in the preparation of agenda for Board meetings. The Deputy Superintendent directs activities of the district to be in compliance with law, policy, and regulations in a manner that ensures the optimal use of district assets, and high levels of achievement. The Deputy Superintendent provides leadership in the development of system-wide improvement strategies; and monitors progress within and across disciplines.

Essential Job Functions

- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws, and is responsible for the overall direction, management, coordination, and evaluation of the following employees: Executive Director of Academic Services, Executive Director of Pupil Services and Building Principals
- Lead the executive directors who manage the day-to-day functions of a specific area of responsibility as well as direct building principals in their leadership efforts.
- Assist with public relations and community partnerships
- Strategic planning and execution
- Academic programming (rigorous and adaptive learning systems)

- Leadership development and coaching
- Quality continuous improvement
- Systems alignment for teaching and learning, personnel/business/operations, communications/public relations/community partnerships
- Accountability processes
- Policy management
- Board and Community Relations
 - Attend all committee, regular and special board meetings as requested by the Superintendent for the purpose of informing and interpreting all matters related to administration
 - Demonstrate skill in anticipating, managing and resolving conflict with administrators, parents, teachers, staff, and community
 - Promote a positive image that supports the vision and mission of the district
 - Demonstrate effective interpersonal skills in relating to and communicating with staff, school board, community and media
- Budget
 - Administer and monitor assigned department budgets and ensure that programs are cost-effective and funds are managed effectively and efficiently
- Communication
 - Maintain a positive and effective working relationship with the Superintendent, Board, coworkers, employees, outside agencies and organizations, and the general public
 - Effectively communicate with colleagues
 - Maintain good judgement and decision making when dealing with supervisors, co-workers, district officials and employees, and outside agencies and organizations, and the general public
- Instructional Management
 - Ensure student progress is evaluated on a regular, systematic basis, and the findings are used to make programs and services more effective
 - Provide strategic leadership and support for district and building level administrators in monitoring the implementation of the district curriculum
- Personnel Management
 - Develop training options and/or improvement plans in the development of staff to ensure best practices, and efficient and effective operations of the district
- Policy, Reports & Law
 - Comply with policies established by federal and state law, State Board of Education rule, and local board policy
 - Review and recommend revision of Board Policy to the Superintendent as necessary
- School & Community Relations
 - Clearly communicate district needs and programs to parents and to the community and respond to their concerns in a timely manner
 - Address, both formally and informally, complaints of parents, students, and staff as necessary
 - Participate in civic affairs that are appropriate for educational leaders
 - Reinforce and augment all duties and responsibilities through frequent campus visits and high visibility within the schools and community
- School Organizational Culture and Climate
 - Promote an open, collegial environment among staff and develop positive staff morale
 - Appropriately assess school district culture and climate in conjunction with teachers, parents, and others; use findings to maintain or improve conditions
- School Organization Improvement
 - Demonstrate high expectations for staff and student performance in a manner that builds leadership capacity and inspires high levels of performance
 - Use a wide variety of evaluative data and needs assessment findings to formulate goals and objectives cooperatively with the school board, staff, and community
 - Oversee district and school accountability processes including development of short and long term performances metrics, development and delivery of reports on school and system performance
- Student Management
 - Help to ensure that pupil services are effective in promoting student conduct

- and social growth
- Ensure building level administration effectively implements student discipline policies and procedures
- Ensure that the consequences for inappropriate student behavior are applied uniformly and consistently across all school campuses
- Ensure that due care is taken regarding students' rights

Other Job Functions

- Attends professional growth activities to keep abreast of innovations related to position
- Serve as a member of the Superintendent's Executive Leadership Team and participate in the strategic planning process to meet the District's mission and goals
- Provide input in the development of policies and administrative guidelines for areas of responsibilities, and support the implementation of programmatic goals and objectives on a district-wide basis
- Conduct professional development and training, including preparing training materials for staff and board members
- Serve as a member of the District's Emergency Response Team
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress and appropriate professional manner for the workplace
- Reads, analyzes, and interprets professional journals, state data, state standards, board policy, administrative procedures and forms, and governmental regulations and guidance
- Maintains strict confidentiality
- Adheres to good safety practices
- Adheres to all district rules, regulations and policies
- All other duties as required or assigned
- Ability to work to implement the vision and mission of the district

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: interpersonal relationships; effective written & oral communication; effective leadership; effective delegation and organization skills; developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instruction and assessment practices, child development, brain development and best practices in education; curriculum development; safety practices and procedures; conflict resolution; and crisis de-escalation techniques.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: some

lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Hazards may include exposure to communicable diseases. This position requires one to maintain emotional control under stress. Generally the job requires 65% sitting, 20% walking, and 15% standing.

Conditions and Environment

The individual who holds this position will regularly work in a generally hazard free environment.