



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Interim Deputy Superintendent</b>
<b>SCHOOL/DEPARTMENT</b>	Superintendent's Office
<b>SALARY</b>	Admin VI
<b>FLSA STATUS</b>	Exempt; Contract position
<b>REPORTS TO</b>	Superintendent
<b>SUPERVISES</b>	Oversees Projects and Personnel as Directed by the Superintendent
<b>WORK WEEK SCHEDULE</b>	Monday – Friday; late evenings and weekends as necessary
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Interim Deputy Superintendent assists the Superintendent of Orange County Schools by providing leadership and direction related to areas including, but not limited to, School Bond Oversight, Finance, Operations, and other areas as directed by the Superintendent.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive knowledge of the principles, practices and procedures of organizational administration
- Knowledge of school division objectives, procedures and methods
- Thorough knowledge of bond processes and capital outlay expenses and control
- Excellent oral and written communication skills
- Ability to work with and through School Board of Education members, administrators, various departments, teachers, and all support staff

- Ability to conceptualize, initiate, monitor and evaluate new and/or current programs
- Ability to establish and maintain effective working relationships with school officials, central office administrators and staff, teachers, staff, NCDPI, and members of the public and city government

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Master's Degree from an accredited institution in School Administration, Public Administration, or related field
- Extensive experience in organizational administration
- Experience working in a public school as an administrator and/or teacher
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Certification 011 – School Administrator – Superintendent
- Certification 012 – School Administrator – Principal
- Certification as a teacher
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### ***PREFERRED QUALIFICATIONS:***

- Doctorate degree from an accredited institution in School Administration, Public Administration, or related field
- Previous experience serving as an Associate, Assistant or Deputy Superintendent in a public school setting
- Previous experience working with school bonds, capital improvements, and community members to obtain bonds

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

1. Meet with department heads; give direction; review work; handle complaints from parents
2. Set objectives and advise the School Board, Superintendent of Schools, Superintendent's Cabinet, staff and principals on matters related to the assigned offices
3. Attend and prepare for a variety of scheduled meetings
4. Prepare budgets related to capital spending, finance and operations to include reviewing budgetary needs from principals and other departments
5. Identify staffing needs; recommend budget by line item
6. Participate in meetings with the Superintendent and Cabinet to finalize budget recommendations
7. Oversee any Bond and Capital Outlay requests, receipts and expenses and make reports as necessary
8. Oversee the preparation of specifications and bid documents as required on all projects that are routed through the public bid process, especially when related to Bond monies and Capital Outlay
9. Remain abreast of developments and innovations in the profession
10. Prepare and submit reports; make presentations to the Superintendent, Cabinet and the Board as necessary

11. Assist in the development of long-range and short – range plans for meeting the facility and maintenance needs of the school system
12. Work with the Chief of Operations to inspect existing facilities, recommend needed improvements, and participate in the development of plans for the renovation of existing facilities
13. Coordinate with the Chief of Operations a program of energy management for existing facilities
14. Perform other duties as directed by the Superintendent

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*