



POSITION DESCRIPTION

POSITION TITLE	Deputy Superintendent
SCHOOL/DEPARTMENT	Office of the Superintendent
SALARY	Admin VII
FLSA STATUS	Exempt
REPORTS TO	Superintendent
SUPERVISES	Executive staff identified by the superintendent
WORK WEEK SCHEDULE	Monday - Friday; must be able to work late evenings and some weekends
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The deputy superintendent, under the direction of the superintendent, provides organizational leadership to ensure the implementation of district's strategic plan and strategic priorities; serves as the superintendent in the absence of the superintendent; communicates with the Board of Education, local and state education and government agencies, higher education partners, and other constituencies; oversees the supervision of schools, curriculum and instruction, and all associated resources, services, operations, and programs provided to students, school-based staff, and families; provides direct supervision of executive staff identified by the superintendent; directs cross-office collaboration and coordination of the data-driven supports to schools; conducts observations and evaluations of chiefs and executive staff in collaboration with the superintendent; collaborates with executive staff; school and community and business partners to analyze system data and create an annual budget to effectively and efficiently utilize resources to improve teaching and learning; identifies and implements solutions to organizational challenges; and advises and updates the superintendent on all matters regarding the school district. Supports the acquisition of grants and the implementation of structures, protocols and process to ensure the efficient operation of the district.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES



Ability to demonstrate beliefs and actions that reflect the core values of respect, relationships, equity, excellence and learning resulting in productive and trusting relationships. In-depth knowledge of analyzing educational accountability measures including federal mandates, state and local assessments, and data management systems to create, implement, and evaluate district, office and school-level goals and improve student achievement. Extensive understanding of system-level strategic planning to create an aligned school system budget the provide resources to support student learning. Thorough knowledge and understanding of federal, state, and local laws, policies, and regulations to monitor the systems compliance, as needed. Ability to build, lead, manage, challenge, and motivate a highly functional leadership team. Ability to create systems and processes to provide effective and timely cross-office communication, collaboration, and coordination to support the schools. Outstanding organizational, oral and written communication, interpersonal and problem-solving skills.

EDUCATION, TRAINING, AND EXPERIENCE

Doctorate preferred; Master Degree from an accredited college or university, demonstrated effective school-based and central office administrative leadership experience required in at least two districts. Evidence of experience in change and project management including major system-level initiatives. Experience leading the development and attainment of strategic plan goals through consistent and effective monitoring and analysis of data and strategic priorities. Experience in effectively coaching and supervising executive staff using standards and evidence-based observation and supervision processes to assess, support, and document the professional growth and development of others including meeting and monitoring required timelines. Proven experience with establishing and maintaining effective working relationships with significant constituencies including but not limited to Board of Education; government and elected officials; students; families; community, business, and higher education partners; and central office and school-based staff.

CERTIFICATION AND LICENSE REQUIREMENTS

Meets North Carolina state certification requirements for principal and superintendent certification.

PREFERRED QUALIFICATIONS:

- Doctorate preferred from an accredited institution in Public Administration, School Administration, or similar area
- Successful classroom teacher, principal, and central office leadership experiences in at least two districts.
- Experience serving as a school administrator in at least two public school settings
- Five (5) years working with adult learners
- Trained leadership coach

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the superintendent in the absence of the superintendent.
2. Directs all functions and services aligned to the systems, vision, mission, core purpose and core values and focused on improving student achievement.
3. Provides direct supervision of executive staff identified by the superintendent.



4. Utilizes data management systems and school system measures to analyze and monitor student progress, inform program and services decisions, and align resources and supports to support school improvement planning and increase student achievement.
5. Collaborates with stakeholders to create and monitor the strategic plans priorities and evaluate annual progress.
6. Engages in and promotes cross-departmental collaboration and the effective use of processes, structures, and protocols are in place to increase district efficiencies.
7. Oversees and monitors systemwide strategic priorities and initiatives to determine impact on student achievement.
8. Collaborates with executive leaders to establish data-driven priorities that align with the strategic plan to create student-focused office budgets.
9. Makes data-driven recommendations for and supports the development of the school system budget.
10. Presents information to the superintendent; the Board of Education; executive staff; community and business partners; and national, state, and local officials.
11. Models the use of innovative and adaptive solutions to clearly defined problems.
12. Keeps superintendent of schools informed of challenges or news-worthy situations.
13. Attends school Board meetings/work sessions; and prepares and presents reports and other information as requested.
14. Establishes structures and processes to engage with district and community stakeholders to solicit their input and input on system priorities and share how information is utilized.
15. Fosters a productive work environment for all employees.
16. Establishes and maintains a respectful and productive climate and culture that is student-focused and result-oriented and prioritizes continuous improvement and self-reflection.
17. Leads and interacts with others in a manner that reflects the core values of respect, relationships, equity, excellence, and learning.
18. Keeps current with the latest educational research and trends and applies the learning to benefit teaching and learning.
19. Collaborates with local, state, national and international colleagues to support the professional growth of self, others, and the district.
20. Performs related duties consistent with the scope and intent of the position.

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	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.
ACKNOWLEDGEMENTS	
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.*