

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Deputy Superintendent

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist Superintendent to exercise the general powers described provided in Florida Statutes Section 1001.49 and to carry out the duties and responsibilities described in Florida Statutes Section 1001.51, as may exist at any time.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

1. Act on behalf of Superintendent upon his/her absence from the district and at other times upon request.
2. Coordinate overall activities of management information services, human resource services and principals/schools.
3. Coordinate preparation and implementation of budgets for schools.
4. Serve as a resource to administrators and other personnel for policy information, procedural, legal and other administrative matters.
5. Assist in the preparation of school board meeting agenda, preparing action items of routine and priority nature, as well as timely reports.
6. Represent the district in various legislative matters and groups, and coordinate the district's annual legislative program.
7. Coordinate school board attorney's services.
8. Hears complaints from parents and public on behalf of Superintendent.
9. Conduct administrative hearings as required.
10. Serves as a District Equity Administrator responsible for annual equity plans, hearings and coordinating unites by compliance officers.
11. Coordinate pupil assignment procedures, including school choice.
12. Coordinate charter school application procedures.

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13. Participate in the district accreditation process, including creating reports, visitation proceedings, communicating standards, and resource availability.
14. Coordinates the district's assessment of community and staff attitudes and opinions.
15. Assist the Superintendent in the selection of designated personnel.
16. Direct the student services function for the district.
17. Keep abreast of education related legal and legislative requirements, including proposed changes, and provide advice to the superintendent as to their effect on the school systems and the proposed district response.
18. Promote parent involvement and community/business partnerships and represent the district on community committees and boards.
19. Coordinate instructional programs, practices and plans with local, state and federal agencies.
20. Evaluate and assist in the improved professional performance of those supervised, including school administrators and aspiring administrators.
21. Direct the district's Human Relations Management Development (HRMD) Plan.
22. Visit schools to assess the effectiveness of the instructional program, share priority education information, acquire input from staff, and provide feedback.
23. Review and approve, as well as designate, the formation and function of districtwide task forces and committees.
24. Prepare agendas for principal and assistant principal meetings, incorporating items from superintendent and executive directors.
25. Serve as the district contact concerning matters related to immigration.
26. Coordinate the Safe Schools Program and the School Resource Program.
27. Communicate with Board members in accordance with guidelines established by the Superintendent.
28. Perform other incidental tasks and services consistent with the job goal of this position and as directed by the Superintendent.

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29. Access all areas of District facilities, including maintenance, operations and classroom and office areas.
30. Possess strong communication and interpersonal skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

Good health, high moral character, and good attendance record.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving widespread economies and/or preventing losses through the management of a department that has an organization-wide impact or significant impact on the general population.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms;

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may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs complex work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention to detail for accurate results; and involves frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; where loss of life and/or damage is highly likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

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A Master's degree or higher. Doctoral degree highly preferred (from an accredited college or university)

Licenses Certifications Registrations Required:

"Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable.

Valid Florida Department of Education certificate in Educational Leadership or School Principal preferred.

Experience Requirements:

"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

A minimum of 10 years of progressively responsible work experience in organizational leadership and increasing accountability involving schools, public agencies, or private businesses.

Broad knowledge in all areas of school administration and Florida School Law.

Demonstrated skill in continuous improvement processes such as Quality, Baldrige Criteria for Performance Excellence, Best Practices and Interest-Based Problem Solving.

Demonstrated high level proficiency in oral and written communication.

Demonstrated proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.

Demonstrated ability to work with diverse groups of people.

Demonstrated experience with industry-standard computer applications.

Demonstrated outward expressions of outstanding leadership ability and integrity.

*A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

"Physical Demands" refers to the requirements for physical exertion and coordination movement.

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Medium Work: Exerting up to 50 pounds of force occasionally and/or 20 pounds of free flexibility.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Superintendent

Supervises:

Supervises subordinates in one or more of the following functional areas:

1. Supervising principals
2. Teaching and learning
3. Management structures
4. Performance accountability
5. Educational service delivery
6. Administrative and educational technology
7. Personnel systems and benefits
8. Facilities construction
9. Facilities maintenance
10. Transportation
11. Food service operations
12. Cost control systems

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- 13. Accounting and financial management
- 14. Purchasing and contracting
- 15. Legal services
- 16. Strategic planning
- 17. Public and inter-governmental relations
- 18. Grant writing

PAY GRADE: From: ED To:

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 7/19/2022