

**SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION**

ASSISTANT SUPERINTENDENT – CHIEF OPERATIONS OFFICER [DEPUTY SUPERINTENDENT]

SALARY SCHEDULE: ASSISTANT SUPERINTENDENT

COST CENTER: (9025)

QUALIFICATIONS:

- (1) Master's Degree in education, curriculum, business administration, business management, public administration, or related area from an accredited educational institution.
- (2) [Ten (10)] Five (5) years' experience leading public education or business functions in government[, at least five (5) of which must have been in a senior executive supervisory position].
- (3) Valid Florida driver's license.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated ability to lead a senior management team. Working knowledge of the operations of a public [school district] entity with an emphasis on business operations in a public [school] environment. Knowledge of school or public finance, budgeting and resource allocation. Knowledge of group dynamics, consensus-building, problem solving and conflict resolution. Ability to develop and implement long range strategic plans for a mid/large size [school district] organization. Ability to develop and analyze departmental operations and procedures. Knowledge of and ability to interpret School Board policies. Ability to communicate to a wide variety of audiences orally and in writing. Knowledge of institutional protocol. Ability to use computer systems and software applications.

REPORTS TO:

Superintendent

JOB GOAL

[Act, in the Superintendent's absence, on all matters regarding the operation and leadership of the District.]
On a day-to-day basis, oversee and administer the operational services for the school district in support of the educational program.

SUPERVISES:

[Director of Long-Range Planning]
[Director of Facilities Services]
[Director of Construction Services]
Executive Director, Facilities, Planning, and Construction
Executive Director, Human Resources
Director, [of] Food and Nutrition Services
Director, Information Technology
Director, School Safety and Security
Director, [of] Transportation

PERFORMANCE RESPONSIBILITIES:

- [*(1) Act, in the Superintendent's absence, on all matters regarding the operation and leadership of the District.
*(2) In the Superintendent's absence, oversee the Cabinet and facilitate decisions regarding the strategic direction of the organization]
*(1) [(3)] In cases of emergency, and in the absence of the Superintendent, lead the Incident Management Team.
*(2) [(4)] Provide the day-to-day supervision to business services including, but not limited to, Facilities, Construction, Food & Nutrition Services, Transportation, Safety and Security, Human Resources, Information Technology, and Long Range Planning.

ASSISTANT SUPERINTENDENT - OPERATIONS (Continued)

- * (3) [(5)] Set operating direction for support services department administrators and evaluate[s] their performance and continuous improvement in relation to stated goals.
- * (4) [(6)] Ensure that support services department administrators continually develop and improve their capabilities as manager.
- * (5) [(7)] Ensure that high quality support services are provided in support of the instructional efforts of the District and the School Board goals.
- * (6) [(8)] Continually improve and implement the support services efforts of the school system.
- * (7) [(9)] Administer the budgets for assigned areas of responsibility.
- * (8) [(10)] Develop and implement contracts, agreements and leases with emphasis on joint usage.
- * (9) [(11)] Assist in recruiting and hiring of assigned personnel.
- * (10) [(12)] Oversee security service contracts for the district and assist in the development of the District's Safe School Plan, weather alerts and all emergency services.
- * (11) [(13)] Provide oversight and direction for cooperative planning with external agencies.
- * (12) [(14)] Administer and provide for a comprehensive facilities study on a five, ten and fifteen-year basis, updated annually, including cost estimates and long-range financial planning.
- * (13) [(15)] Provide oversight and assess annual progress of the operations components in the Board's Strategic Plan.
- * (14) [(16)] Facilitate principal participation in district-level management functions.
- * (15) [(17)] Maintain a close working relationship with School Based and District administrators to ensure information exchange and the coordination of efforts for effective school operations.
- * (16) [(18)] Interact with parents, outside agencies, business and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (17) [(19)] Respond to inquiries, complaints and concerns in a timely manner.
- * (18) [(20)] Serve on district or community councils or committees as assigned or appropriate.
- * (19) [(21)] Establish and maintain intergovernmental relations with municipalities and county personnel.
- * (20) [(22)] Maintain a network of peer contacts through professional organizations.
- * (21) [(23)] Keep informed and disseminates information about current research, trends and best practices in areas of responsibility.
- * (22) [(24)] Support staff development activities in assigned areas.
- * (23) [(25)] Assist in the development of policies and administrative guidelines.
- * (24) [(26)] Ensure compliance with all federal and state laws and mandates.
- [*(27) [(27)] Supervise assigned personnel, conduct performance appraisals and make recommendations for appropriate employment actions.]
- * (25) [(28)] Prepare and coordinate School Board agenda items.
- * (26) [(29)] Represent the district in a positive and professional manner.
- * (27) [(30)] Develop annual goals and objectives consistent with and in support of district goals and priorities.
- * (28) [(31)] Serve on the Superintendent's [Cabinet] Leadership Team.
- * (29) [(32)] Lead, and assist in, the implementation of the district's goals and strategic objectives.
- * (30) [(33)] Set high standards and expectations and promote professional growth for self and others.
- 31 [(34)] Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

