TITLE: Assistant Superintendent

QUALIFICATIONS:

- 1. Master's Degree from an accredited university or college.
- 2. Valid Alabama certificate in Educational Leadership, administration, and/or supervision.
- 3. Minimum of three (3) years successful administrator experience.

4. Such alternatives to the above qualifications as the Board may require.

REPORTS TO: Superintendent

SUPERVISES: Assigned Staff

JOB GOAL: To assist the Superintendent with administrative functions and to provide leadership in

those areas assigned by the Superintendent in support of the school system.

JOB DUTIES:

1. Demonstrates support for the school system and its vision, goals and priorities.

- 2. Serves in the absence of the Superintendent.
- 3. Serve upon assignment by the superintendent as a resource person to all executive directors, coordinators, principals and other administrators and confer with Superintendent on matters of concern.
- 4. Attends school board meetings and prepares such reports on system programs and services as the Superintendent may request.
- 5. Assists in coordinating the planning, design, and implementation of the administration, school facilities, and construction program of the school system.
- 6. Serves as a spokesperson to media representatives in the absence of the Superintendent.
- 7. Provides direct support in the adoption and implementation of all board policies.
- 8. Approve all reports, publications, and other documents developed within the staff prior to distribution outside the central office.
- 9. Act as liaison between the Superintendent and the Board of Education and their attorneys, and work directly with attorneys representing the school system in litigation and related activities.
- 10. Keep informed of and interpret all laws, regulations, statutes, rules, and policies affecting the district.
- 11. Approve purchase orders, invoices, reports and documents as assigned by the Superintendent.
- 12. Maintain the confidentiality of Board of Education business.
- 13. Consult with architectural firms to coordinate all renovation and new projects.
- 14. Complete and submit reports and other documents as required by U.S. government.
- 15. Supports athletic programs by attending events. (Games, sporting events, and practices.)
- 16. Be regular and punctual in attendance.
- 17. Maintains professional growth and competence through professional development <u>as per Board Policy 5.5 Personnel Professional Development.</u>
- 18. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 19. Performs other duties as may be assigned.

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Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EM	PLOYMENT:	9-Month	10-Month	11-Month	12-Month	
EXPECTED WORK DAY:		8 Hours				
FLSA STATUS:		Exempt				
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position					
EVALUATION:	: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements					
Reviewed and a	agreed to by:	Employee	Date			
☐ Principal/Progra	m Coordinator Initials		☐ Human Reso	urceInitials		