

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 **as per Board Policy 5.5 Personnel – Professional Development.**
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.

