**Job Title**: Assistant Superintendent of Administrative Services

**Summary**: It is the responsibility of the Assistant Superintendent of Administrative Services to provide leadership in the areas of personnel, Federal programs, grant writing, support services, special projects and to assume oversight responsibility for curriculum development, the delivery of instruction and program evaluation.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Coordinates the recruitment, interview, hiring, assignment of and record keeping for all employees and reporting of same to the Superintendent and Board of Education.
* Assists in the evaluation of certified staff members as necessary and appropriate.
* Develops and maintains a list of qualified and available substitute teachers and coordinates the employment of same, as required.
* Assists with planning staff development, orientation and mentoring of all new staff, where applicable.
* Oversees, in conjunction with the Director of Business Services, the preparation of NCLB Consolidated Grant proposals for submission to funding agencies – working with others to ensure paperwork is completed and submitted on time.
* Completes such reports related to his/her role as required by Federal, State and County agencies.
* Serves as the District’s Title IX Coordinator and the Sexual Harassment Officer for all staff-related issues, conducting such investigations as may be appropriate and necessary.
* Works with all administrative offices to facilitate communication between the offices, to enhance inter-office efficiency, to oversee insurance benefit programs and to interpret the negotiated contracts.
* Assists the Superintendent and Board with the preparation for, and conduct of, collective bargaining with the District’s unions.
* Assists with the curriculum development process by supporting the activities of the Curriculum Committee, the Principal and Division Heads.
* Supports the Principal and Division Heads to improve the overall quality of instruction throughout the building.
* Provides support for the analysis of State testing programs and local District data and assists in interpreting the results of such tests and applying them to instructional improvement as needed.
* Develops or assists in the development of budgets in all areas of responsibility.
* Represents the District at Regional and State personnel meetings and functions, as needed.
* Serves as a member of building administrative committees as appropriate.
* Works with the Superintendent on such special projects as may relate to his/her area of responsibility and draw upon his/her strengths.

**Supervisory Responsibilities**: Administrative Assistant for Assistant Superintendent of Administrative Services, Administrative Assistant for Staff Attendance and Division Head Support

**Education, Certification, and Experience**:

* Possess a General Administrative Type 75 Certificate.
* Have completed no less than three years of administrative experience.
* Have demonstrated successful experience in either personnel or curriculum.
* Related Master’s Degree or better from an accredited college or university.

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Demonstrated leadership ability
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to make independent decisions in accordance with established policies and procedures
* Ability to deal with difficult situations courteously and tactfully

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | S | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | S | Push/Pull under 10 lbs. | S | See | F | Twist | S |
| Crawl | S | Lift/Carry 10-25 lbs. | S | Push/Pull 10-25 lbs. | S | Squat | S | Walk | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | S |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 12 month calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

\_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

\_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

\_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Superintendent of Schools

**Classification**: \_X\_ Administrative

\_\_\_ Supervisory

\_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

\_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

\_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

\_X\_ Exempt from overtime under the Fair Labor Standards Act