

JOB DESCRIPTION – ASSISTANT SUPERINTENDENT

TITLE: Assistant Superintendent

QUALIFICATIONS:

1. At least ten years successful experience in teaching and administration.
2. A Master's Degree or higher in educational administration or business.
3. A valid Superintendent's license.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Such staff members as the Board may designate.

JOB GOAL: To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Develop and supervise the financial aspects of the school system including: the preparation and administration of the budget, the development and administration of efficient procedures for purchasing, accounting, payroll, and financial reporting and the maintenance of specifications and standards consistent with Committee policies and the prudent safeguard of public funds.
2. Be responsible for the long-term forward planning of the financial, business, and physical plant needs of the school system to meet the future needs of the community.
3. Direct and supervise the preparation of monthly annual financial reports to the Superintendent and Board of the financial conditions of the school system; to advise school principals periodically of expenditures related to budget appropriations, and to prepare financial reports required by the State Department of Education.
4. Direct and administer through the supervisor of maintenance of the school plant including: custodial care, repair, maintenance, and renovation of school building, facilities, and equipment; upkeep of grounds; and the provisions for the safety of pupils, teachers, and the public.

5. Administer and control purchasing of all supplies, equipment, and services required by the schools and authorized by the approved budget; and to develop and administer efficient purchasing procedures, specifications, and standards consistent with Board policies and the safeguard of public funds.
6. Administer the transportation program, the insurance programs, the school lunch programs, rental of school properties, and scheduling the use of facilities and equipment.
7. Supervise and help direct the adult Education program, the Adult Basic Education program, the Community College program, the High School Diploma program, and the post secondary education programs.
8. Cooperate and direct the auditors in their conduct of the annual audit of the financial operation and conditions of the school system.
9. Supervise and direct all non-certified employees; approve or disapprove personnel actions submitted by direct subordinates; and recommend all personnel affecting his/her direct subordinates to the Superintendent for approval.
10. Help the Superintendent in supervising and directing the following: teaching principals, supervisors, coordinators, and all professional staff.
11. Delegate to his/her appropriate supervisors the responsibility and authority to discharge certain duties and responsibilities vested in him/her by the Board or superintendent.
12. Perform such other duties as the superintendent and/or the School board may deem necessary.

ADOPTION DATE: JUNE 19, 1989

EFFECTIVE DATE: JUNE 19, 1989

SANFORD SCHOOL DEPARTMENT