

# DEPUTY SUPERINTENDENT

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**TITLE:** Deputy Superintendent

**REPORTS TO:** Superintendent

**SUPERVISES:** Assigned Staff

**JOB FUNCTION:** The Deputy Superintendent will assist the Superintendent in the effective execution of policies adopted by the District's Board of Education. The Deputy Superintendent will assist the Superintendent in administrative responsibility for the planning, operation, supervision, and evaluation of the education programs, services, and facilities of the District and for the annual appraisal of District staff. The Deputy Superintendent must act with integrity; support organizational goals; demonstrate the ability to inspire, grow, and motivate others; utilize feedback, drive for results, and commit to championing the needs of the students, employees, and District overall.

## MEASURES OF SUCCESS:

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- Increase in student achievement and growth:
  - State Academic Standard expectations
  - District based assessments
  - Curriculum benchmark assessments
- Federal, state and district guidelines are followed as indicated in annual reports/audits
- Improve learning, culture, and environment
- Increase student, family, and community engagement
- Increase programmatic effectiveness and systems throughout the District
- High-quality and transparent budget process and sound fiscal health of the district
- Effective implementation of the strategic plan

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## DUTIES AND RESPONSIBILITIES:

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- Serve as a leader to assist the Superintendent and Board to develop a vision for the school district.
- Ensure effective implementation of strategic plan.
- Promote a common vision and establish effective communication to build support and trust among the Superintendent, Board, administrators, district staff, and community stakeholders, including SBDM Councils.
- Understand the dynamics of demographic, economic, and social-emotional change in the community and provide proactive planning to meet the needs of a diverse student population.
- Sustain and support a culture of student success through the deployment of District practices that encourage cultural awareness and a safe and nurturing learning environment.
- Provide long term planning to guide the Superintendent and Board in policy development; present recommendations for the adoption or revision of Board policies; communicate Board policies to members of the Board, personnel, students, and the public; and ensure through delegation to staff that all policies of the Board are implemented.
- Work with the Superintendent, Board and District leaders in oversight of designated areas in a fiscally responsible manner.
- Provide leadership in the development of a collaborative decision-making model that assures input from appropriate individuals and groups and provide feedback to all those affected by the decisions.
- Maintain open lines of communication and cooperative working relationships with other government agencies. When appropriate, attend meetings of other government agencies to advance the interest of the school district.
- Oversee various district programs while maintaining a high level of knowledge for each of them.
- Demonstrate the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Perform other duties as assigned.
- Maintain regular attendance.

## PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push, or pull light weights

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## EDUCATION AND EXPERIENCE:

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- Master's degree in Education (or related), doctoral degree preferred
- A minimum of ten (10) years combined certificated teaching and supervisory experience, with a minimum of five (5) years at the supervisory level
- Experience as central office administrator
- Experience as principal at multiple levels throughout K-2 (preferred)
- Experience in an urban school district with a large racially and economically diverse population (preferred)
- Bilingual (preferred)

## LICENSES AND OTHER REQUIREMENTS:

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- Kentucky certification in Administration and Supervision
- Superintendent Certification

*Original Date: 11/2021*

*Revision Date: \_\_\_\_\_*

*Administrative Additive Level 20*