



## Columbia County School District Job Description

<b>Position Title:</b> Associate Superintendent		
<b>Department:</b> Central Office	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Superintendent of Schools in accordance with Policy GBI-Evaluation of Personnel	
<b>Pay Grade:</b> Established by the Board of Education on an annual basis.	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Superintendent of Schools		
<b>Supervises:</b> Assistant Superintendents and Directors as assigned by the Superintendent; Principals; Secretaries		

### MINIMUM QUALIFICATIONS

**Education:** Education Specialist degree or higher in Administration and Supervision or Educational Leadership; Hold or be eligible L6 or higher Georgia Leadership certificate in Educational Leadership

**Essential Knowledge/Skills:** Extensive knowledge of child development and growth, curriculum and instruction, curriculum development design and delivery model, and leadership principles. Extensive knowledge of Board of Education policies, procedures, rules, and practices at the state and local levels and a working knowledge of Georgia school laws. Ability to develop and administer the budget process and major projects or programs.

**Experience:** Minimum of five years of experience in administration or curriculum development at the system or local school level. Five years of successful experience in teaching. Previous experience in a supervisory role at the building level and central office level preferred.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

**JOB FUNCTION:** This administrative and supervisory position has several major responsibilities: to serve as acting superintendent in the absence of the superintendent; to provide leadership and supervision in long and short-range planning; to coordinate personnel allocations; to coordinate student projections and school enrollment; to provide assistance and supervision to assistant superintendents of student learning, student support, and/or special services; to assist directors in the coordination of their departments and programs; to coordinate all aspects of school improvement through research, development, and evaluation; to coordinate all aspects of curricular and instructional activities; to monitor the planning for and implementation of instructional technology; to coordinate a comprehensive professional learning program; and to ensure that all programs are conducted in compliance with policies and procedures of the Board of Education, the Georgia State Board of Education, as well as all state and federal statutes.

- Serves as acting superintendent in the absence of the superintendent.
- Serves as the superintendent’s liaison with designated groups and organizations.
- Attends all meetings of the Board and prepares reports as requested by the superintendent.
- Prepares and disseminates approved Board of Education policies and procedures.
- Interprets policies and procedures of the board to employees and the public.
- Maintains effective communication with stakeholders relative to all matters and program operations.

- Resolves conflicts and/or misunderstandings between homes and schools in collaboration with the responsible principal or department head.
- Assists in assessing, planning, developing, and implementing short- and long-range system goals and collaboratively works with schools to accomplish and support the system's mission.
- Assists with system budget oversight, to include planning and the review of/consideration for improvements.
- Coordinates student projections and enrollment, along with resulting personnel allocations.
- Assists with school space needs, facilities planning, site identification, construction, and school zoning and boundary changes.
- Provides general oversight of all aspects of system technology.
- Provides leadership in establishing and maintaining an effective and efficient flow of information through the use of technology.
- Oversees the completion of the FTE and Student Information report required by the Georgia Department of Education.
- Monitors the preparation, confidentiality, and protection of the student information system.
- Directs the enforcement of all public laws regarding the use and content of student cumulative records.
- Provides leadership in the student discipline program.
- Assists and supervises assistant superintendents of student learning, student support, and/or special services in fulfilling assigned responsibilities.
- Serves as liaison for academic issues;
- Supervises and evaluates building principals and directors of student learning;
- Assists in the strategic planning process for the system;
- Oversees school improvement planning and implementation;
- Oversees professional development planning;
- Coordinates monthly principal/staff conferences;
- Maintains effective communication with the superintendent and staff relative to instructional matters and program operations;
- Supervises and evaluates appropriate staff and assigned department operations.
- Performs any other duties not listed in this job description as may be required by the Superintendent.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of 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 the Chief Human Resources Officer.) 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.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** January 2013