
**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Assistant Superintendent

REPORTS TO: Superintendent

SUPERVISES: District and Schools Administrative Certified & Classified Staff as assigned

BASIC FUNCTION:

The assistant superintendent shall assist the superintendent effectively in the task of providing leadership in the day-to-day operations of the school district and in the development and achievement of the strategic goals of the district/schools. In addition, the assistant superintendent must act under the general direction of the Superintendent to provide leadership in developing and maintaining the district's finances and facilities; to coordinate, organize, perform duties dealing with instructional support, supervision, budgeting, investments, and professional development. The administrator must manage the staff and budget of assigned departments, administer salary and financial programs; administer contracts and other duties as assigned by the Superintendent.

REPRESENTATIVE DUTIES:

The terms of employments are designated by the contract.

- Participate on the district's administrative team
- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance
- Assist the Superintendent and staff to analyze financial and educational problems and develop solutions to problems that ultimately improve daily operations.
- Assists the Superintendent in developing salary structure and policy
- Confer with the Superintendent regarding the selection, assignment and transfer of staff members and other administrative personnel
- Recommends to the Superintendent any changes needed in policy or administrative procedures.
- Attends meeting of the Board. Prepares such recommendations and reports for the Board that the Superintendent may request.
- Administers all employee contracts including; adjustments in base salary, administrative and teacher contracts, extra-duty assignments, summer school and summer employment; and agreements for paid and unpaid leave of absence.
- Works to maintain effective district community relations, and interprets the concerns of the district to the community.
- Conducts studies to analyze position classification, organizational structures, workflow patterns, and organizational effectiveness and productivity.
- Develop and maintain school business operations
- Maintain all district legal opinions
- Remains informed of current trends in all areas and best practices in school business services.
- Attends regional, state, and national professional meetings.
- Acts as lead Administrator in the absence of the Superintendent including, Board of Education and Committee Meetings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Current state and federal laws and policies.
- Interpreting, developing, recommending and causing district policies and procedures dealing with personnel or other areas as needed by the Superintendent.
- Maintaining (or causes to have done) personnel files
- School Board of Education Policies and Procedures
- Interpersonal skills using tact, patience and courtesy;

ABILITY TO:

- Manage professional-level subordinates involving highly complex activities;
- Assure compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and district policies, rules, and procedures relating to instructional programs
- Prepare, communicate, and deliver presentations both orally and in writing;
- Maintain current knowledge of technological advances in the field;
- Prioritize and schedule work;
- Train, supervise and evaluate personnel;
- Work confidentially with discretion.

PHYSICAL DEMANDS:

- 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.

EVALUATION:

- Annual development of Professional Growth Plan.
- Annual evaluation of job performance by supervisor.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Minimum of a Master's degree in educational administration
- Professional Certificate For Instructional Leadership--School Superintendent
- Minimum of five years of experience in educational administration at the school or district level

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: