

## **ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SUPPORT SERVICES**

### **GENERAL RESPONSIBILITIES**

Responsible for providing leadership and direction related to the areas of school plant services, supply services, safety and loss control, facilities planning/construction, custodial services, environmental and energy management, transportation, food services, and demographics and planning. Serve as a member of the superintendent's cabinet and responsible for community and political issues related to these areas within the division.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Meet with department heads; give direction; review work; handle complaints from parents, employees, and community members.
- Set objectives and advise the School Board, Superintendent of Schools, staff and principals on matters related to the assigned offices.
- Attend and prepare for a variety of scheduled meetings.
- Prepare departmental budget to include oversight of assigned office budgets; review all requests from principals and other departments.
- Identify staffing needs; recommend budget by line item.
- Participate in meetings with Superintendent and staff to finalize budget recommendations.
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Comprehensive knowledge of the principles, practices and procedures of organizational administration; knowledge of school division objectives, procedures and organization; knowledge of school administrative support practices, procedures and methods; excellent oral and written communication skills; ability to work with and through School Board members, administrators, teachers and all support staff; ability to conceptualize, initiate, monitor and evaluate new and/or current programs; ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff, and members of the public and city government.

### **EDUCATION AND EXPERIENCE**

Master's Degree in school administration or related field and extensive experience in organizational administration required.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license

FLSA status: Exempt	Description: Rev. 3/11
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