



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

### **GENERAL RESPONSIBILITIES**

Responsible for school plant and supply, school security/safety, facilities planning/construction, custodial services, environmental services, transportation, food services and reprographic services.

### **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; gives direction; reviews work; handles complaints from parents or employees; sets objectives and advises the School Board, Superintendent of Schools, staff and principals on matters related to the assigned departments.
- Attend and prepare for a variety of scheduled meetings.
- Prepare office budget; 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 school administration; comprehensive knowledge of school division objectives, procedures and organization; comprehensive 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 associates.

### **EDUCATION AND EXPERIENCE**

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

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. 6/00
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