

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Administrative JOB DESCRIPTION

Assistant Superintendent for Administration

Department: ASAO

Job Code: 1152

FLSA: Exempt Non-Exempt

Salary Schedule: 11

Reports To: Deputy Superintendent

Work Days: 245

Board Approved Date: December 16, 2014

Work Hours: 7.5 hrs/day

JOB GOAL: Responsible for providing direction and leadership for the following: Human Resources and Educator Quality, Employee Relations, and Information and Technology Services. This includes oversight of the development, recommendation, and implementation of School Board policies and procedures. Also responsible for working closely with the Deputy Superintendent and other members of the executive staff to facilitate support between central offices and schools.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Provide leadership for a collaborative team to ensure that initiatives related to administration are results-oriented and aligned with the District's mission, beliefs, and strategic goals.
2. Serve as a team member of the Superintendent's cabinet and participate in district-wide planning, development, and evaluation to support divisional initiatives and processes.
3. Assist with district-wide planning to align the use of financial and human resources to the District's goals and objectives, including organizational analysis and development, wage and salary administration, and development of the District budget.
4. Responsible for overall direction, coordination, and evaluation of senior staff within the areas of responsibility in accordance with the District's policies and applicable laws.
5. Direct and provide leadership to assigned personnel, conduct performance appraisals, make recommendations for appropriate employment actions, and promote professional growth.
6. Maintain good public relations with parents, businesses, and community groups to provide information and receive feedback, and represent schools at district-level functions as needed.
7. Provide input in the development of policies and administrative guidelines for areas of responsibility, and support the implementation of programmatic goals and objectives on a district-wide basis.
8. Direct the development, maintenance, updating, and distribution of the District's administrative procedural guidelines and School Board policies and ensure compliance with Board rules and applicable federal and state laws and regulations.
9. Advise and counsel the Deputy Superintendent on areas of responsibility and recommend necessary actions for the most efficient operation.
10. Exercise proactive leadership in promoting the vision and mission of the District and empower others to make decisions and carry out responsibilities in support of the District's objectives.
11. Facilitate solutions for areas of responsibility, and identify discrepancies between goals and current status in order to stimulate achievement, and provide support for assigned departments' continuous improvement objectives and strategies.
12. Serve as a member of the recruitment and selection team for management positions; assist with the recruitment, selection, and placement of administrative and instructional personnel; participate in the transfer or assignment of personnel and programs between/among schools; and assist with organizational analysis and development.
13. Build synergistic partnerships among principals, parents, businesses, and other community stakeholders, and establish relationships with community leadership and stakeholders to build support for DSBPC programs. Represent the Superintendent of Schools as needed to clearly articulate system priorities, policies, and interests.
14. Interact with businesses, community groups, the press and other media to assist in generating, gathering, and distributing information of public interest in accordance with the law, School Board policies and procedures.
15. Work with legal staff on personnel and other related matters as appropriate.
16. Serve with other educational leaders on work groups, committees, and project action teams that directly support schools.
17. Assist in interpreting programs, policies, and philosophy of the District to staff, students, and community.

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18. Provide input to the Superintendent's staff to develop the annual budget and allocation of resources.
19. Provide input for the preparation of collective bargaining negotiations and the School Board meeting agenda.
20. Respond immediately to emergency situations and serve as a district representative at emergency shelters as determined by the Superintendent.
21. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of and ability to understand and interpret applicable policies, state statutes, and federal guidelines, including Florida Statutes, Florida Education Finance Program, Capital Improvement Funding, and School Board policy.
- Knowledge of administration, including knowledge of employment law, employee relations, and contract negotiations and administration.
- Ability to prepare agenda items, and present and defend them to the School Board.
- Ability to work with the legislative process and manage diverse functions.
- Ability to use data-driven decision making to determine effectiveness of various programs and initiatives and develop strategies for improvement.
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- Ability to oversee implementation of a sound budgeting process.
- Ability to work collaboratively with others and facilitate groups to consensus.
- Knowledge of state-of-the-art research and best practices in areas of responsibility.
- Ability to represent the District at state and regional functions.
- Ability to motivate, lead, and challenge a team, and establish goals, objectives and action plans to achieve district goals.
- Ability to communicate effectively with a variety of audiences orally and in writing, including electronic media.

EDUCATION, TRAINING & EXPERIENCE:

- A) Master's Degree from an accredited educational institution.
OR
B) Bachelor's Degree from an accredited educational institution and any satisfactory combination of additional experience and technical training which demonstrates the knowledge, skills and abilities to perform the essential responsibilities.
- Experience in public school administration, public school district administration, or leadership of other large, diverse organizations.
- Five years of related supervisory experience.

CERTIFICATES, LICENSES, & REGISTRATIONS: none

PREFERRED QUALIFICATIONS:

- Professional license and/or certification in Education or Human Resources field

SUPERVISORY RESPONSIBILITY: Directly supervises the Director of Employee Relations; Director of Human Resources and Educator Quality; Director of Information and Technology Services; and assigned support personnel. Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; evaluating performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

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PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally; S=Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
S	Bending	Lowering the body forward from the waist.
S	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
S	Kneeling	Bending legs at knee to come to a rest on knee or knees.
S	Crouching	Bending the body downward and forward by bending leg and spine.
S	Crawling	Moving about on hands and knees or hands and feet
O	Twisting	Moving body from the waist using a turning motion.
O	Reaching	Extending hand(s) and arm(s) in any direction
S	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
S	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion.
S	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
O	Grasping	Applying pressure to an object with the fingers and palm.
O	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

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WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position. Please note that there can be more than one condition.)

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
<input type="checkbox"/>	Other	

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.