## Assistant Superintendent for Support Services

<table>
<thead>
<tr>
<th>Department: ASAO</th>
<th>Job Code: 1154</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA: Exempt</td>
<td>Salary Schedule: 11</td>
</tr>
<tr>
<td>Reports To: Deputy Superintendent</td>
<td>Work Days: 245</td>
</tr>
<tr>
<td>Board Approved Date: December 16, 2014</td>
<td>Work Hours: 7.5 hrs/day</td>
</tr>
</tbody>
</table>

### JOB GOAL:
Responsible for providing direction and leadership for the following areas: Planning; Food and Nutrition Services; Transportation; Maintenance and Facilities Services; Construction Services and Code Compliance; Purchasing; PLACE; and Athletics. This includes 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 support services 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. Direct and provide leadership to assigned personnel, conduct performance appraisals, make recommendations for appropriate employment actions, and promote professional growth.
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 a comprehensive program of school plant construction, maintenance, transportation and other support services that will enhance a safe, clean, attractive and pleasant school atmosphere.
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. Advise and counsel the Deputy Superintendent on areas of responsibility and recommend necessary actions for the most efficient operation.
9. 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.
10. 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.
11. 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 assist with organizational analysis and development.
12. 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.
13. 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.
14. Work with legal staff on personnel and other related matters as appropriate.
15. Serve with other educational leaders on work groups, committees, and project action teams that directly support schools.
16. Assist in interpreting programs, policies, and philosophy of the District to staff, students, and community.
17. Provide input to the Superintendent’s staff to develop the annual budget and allocation of resources.
18. Provide input for the preparation of collective bargaining negotiations and the School Board meeting agenda.
19. Respond immediately to emergency situations and serve as a district representative at emergency shelters as determined by the Superintendent.

20. 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:

- Ability to demonstrate administrative and technical expertise in multiple areas, including budget, personnel, transportation, construction, facilities, maintenance, food and nutrition, and collective bargaining.
- Knowledge of and ability to understand and interpret applicable national, state, and local educational policies, statutes and regulations in areas of responsibility, including Florida Statutes, Florida Education Finance Program, and Capital Improvement Funding, and School Board policy.
- Ability to use data-driven decision making to determine effectiveness of various programs and initiatives and develop strategies for improvement.
- Knowledge of regulations pertaining to health, safety and environmental issues.
- Ability to oversee implementation of a sound budgeting process.
- Ability to work collaboratively with others and facilitate groups to consensus.
- 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

SUPERVISORY RESPONSIBILITY: Directly supervises the Director of Planning; Director of Food and Nutrition Services; Director of Transportation; Director of Maintenance and Facilities Services; Director of Construction Services and Code Compliance; Purchasing Agent (Director of Purchasing); Director of PLACE; Supervisor of Athletics; 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.

PHYSICAL REQUIREMENTS (Describes physical conditions of this position):

- 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.
- 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.
- 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.
**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)

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

**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.)

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Outdoors</td>
</tr>
<tr>
<td>I</td>
<td>Indoors</td>
</tr>
</tbody>
</table>
INDOORS AND OUTDOORS
The worker is subject to both environmental conditions. Activities occur inside and outside.

- **Indoors and Outdoors**
  - The worker is subject to both environmental conditions. Activities occur inside and outside.

COLD
The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.

- **Cold**
  - The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.

HEAT
The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.

- **Heat**
  - The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.

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.

- **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.

VIBRATION
The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.

- **Vibration**
  - The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.

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.

- **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.

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.

- **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.

OILS
The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

- **Oils**
  - The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

RESPIRATOR
The worker is required to wear a respirator.

- **Respirator**
  - The worker is required to wear a respirator.

NONE
The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

- **None**
  - The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

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.