

HAZELWOOD SCHOOL DISTRICT-----JOB DESCRIPTION-----Unit III

POSITION TITLE: Deputy Superintendent

REPORTS TO: Superintendent

*Only applications submitted on the Hazelwood School District employment page will be considered <https://hazelwood.tedk12.com/hire/index.aspx>

JOB SUMMARY:

The Deputy Superintendent is a cabinet-level executive position, reporting directly to the Superintendent of Schools. This position provides administrative leadership; plans, organizes, directs and supports assigned activities, under the direction of the Superintendent.

The Deputy Superintendent is the leader responsible for overseeing and aligning critical district administrative functions, processes and special projects that engage multiple divisions. The job of Deputy Superintendent exists for the purpose of assisting the Superintendent in planning, organizing, implementing, directing, and maintaining the departments; providing support to the Superintendent and district administration as needed and/or assigned.

DUTIES/RESPONSIBILITIES:

1. Support and direct assistant superintendents in their supervisory roles with building principals and with building needs.
2. Assist the superintendent with principal development and building leadership capacity within the organization.
3. Monitor school improvement and accountability efforts throughout the organization.
4. Support the superintendent as front line of support to progress all systems and major initiatives within the organization.
5. Participate in required district Board and committee meetings and other activities deemed necessary.
6. Oversees the disciplinary program of the district.
7. Resolves parent, staff, or community concerns and complaints; manages the complaint resolution process.
8. Provides general administrative assistance to the Superintendent in the execution of school district initiatives.
9. Establishes administrative regulations to comply with adopted school board policies; assists in the interpretation and execution of the policies and regulations.
10. Directs, plans, controls, and monitors the performance of assigned department components in conformance with objectives, plans, schedules, and budgets; works directly with assigned administrators in charge of reporting departments in the execution of their specific responsibilities; accounts for variances and implements necessary corrective actions.
11. Supervises and evaluates work of all assigned staff; develops recommendations for staff which may involve staff development, placement, dismissal, or reassignment of personnel in conjunction with the appropriate district staff personnel.
12. Develops agendas and compiles reports, information and recommendations as assigned by the Superintendent.
13. Maintains liaison and on-going communications with district staff and community and school organizations.
14. Maintains accurate and complete records as required by law and administrative regulation.

15. Establishes relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual.
16. Develop a proactive orientation to identifying potential problems and taking appropriate action.
17. Serve as project manager, organizer and facilitate all projects assigned by the Superintendent.
18. The employee shall carry out such other and further duties, whether specifically listed above or not, as are assigned or required by such employee's supervisor, other appropriate school personnel, law board policy administrative regulation, department handbook, as are reasonably necessary to the efficient operation of the school system and its mission.

EDUCATION/CERTIFICATION: Broad knowledge of an advanced and professionally specialized discipline or other studies not available in undergraduate schools, involving an advanced theoretical knowledge within a specialized field. Master's degree required. Doctorate preferred. Principal and Superintendent Certification issued by the Missouri Department of Elementary and Secondary Education or eligibility to secure these certificates.

EXPERIENCE REQUIRED: Requires a minimum of five years of successful administrative experience. Experience at secondary level preferred. Central office experience required. Successful experience as building principal required.

KNOWLEDGE/SKILLS/ABILITIES:

- Excellent analytical skills, strategic thinker, and visionary.
- Ability to demonstrate strong internal and external support for the Hazelwood School District.
- Ability to communicate effectively with a variety of audiences.
- Excellent knowledge and understanding of all facets of public school operations.
- Knowledge and understanding of the change process, organizational development, conflict resolution and facilitation skills.
- Highly effective organizational and consensus building skills.
- Knowledge and understanding of all policies and procedures of the Hazelwood School District.
- Strong planning skills, systems thinker, attention to detail.

PHYSICAL DEMANDS:

While performing the duties of this position, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, and to lift up to 25 pounds. Specific vision abilities required included close vision, distance vision, the ability to adjust and focus, and depth perception. Specific hearing abilities required include normal conversation, phone conversation, and isolating voices in multiple conversations.

WORK ENVIRONMENT / CONDITIONS:

Primarily inside working conditions.

EQUIPMENT / TOOLS/ MATERIALS USED:

Computer, copier, scanner, projector, telephone, calculator.

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

None

SALARY INFORMATION:

Salary commensurate with qualifications and experience. \$195,664.00-\$210,664.00

Hazelwood School District online application portal (see website address below).
<https://hazelwood.tedk12.com/hire/index.aspx>