



Where Excellence and Creativity Merge

Fayette County Public Schools Human Resources Department

205 LaFayette Ave., Building A

P.O. Box 879

Fayetteville, Georgia 30214-0879

Assistant Superintendent of Operations

DESCRIPTION: Under the direct supervision of the Superintendent, provides oversight responsibility of the operations of the Fayette County School System

**REQUIRED
QUALIFICATIONS:**

1. Five (5) years teaching experience or related educational experience
2. Five (5) years in educational leadership roles including experience as a building-level principal
3. Hold or be eligible for certificate in Educational Leadership
4. Experience in developing and executing long-range plans
5. Proficiency in administrative technology
6. Excellent communication skills
7. Experience in developing a budget
8. Knowledge of overall operations of public school systems

**PREFERRED
QUALIFICATIONS:**

1. Central Office level experience
2. Experience in more than one level of P-12 education
3. Knowledge of state, federal and/or local policies/procedures

**SUMMARY OF
ESSENTIAL DUTIES
& RESPONSIBILITIES:**

1. Demonstrate prompt and regular attendance
2. Supervise Director of Facilities Services; Director of Transportation; Director of Student Services; Coordinator of Safety, Discipline and Athletics; Public Information Officer; Community School
3. Coordinate and facilitate internal and external communications
4. Coordinate and lead activities for updating and monitoring the district's improvement plan
5. Attend all Executive Cabinet meetings
6. Attend all meetings of the Board of Education
7. Assist the Superintendent in the discharge of duties within the Superintendent's office
8. Meet on a regular basis with community groups, law enforcement and governmental agencies regarding strengthening the relationship with the community and the school system
9. Support Assistant Superintendents regarding management, instructional and support issues
10. Visit schools to observe principals/teachers/classrooms
11. Work closely with parents from different communities who are experiencing problems in schools/community
12. Serve as speaker to different schools for specific programs
13. Serve as speaker to different community groups, keeping them informed with what's going on with the school system
14. Stay involved in many community forums throughout the school district
15. Ensure the appropriate implementation of the programs under his/her jurisdiction
16. Perform other duties as assigned and allowable by intended program

REQUIRED DUTIES

& RESPONSIBILITIES: The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees

PHYSICAL DEMANDS: Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position

REPORTS TO: Superintendent

SALARY: Salary is based on A002/240 Days of the Fayette County School System's Administrative Salary Scale. Employee benefits include health insurance, flexible benefits and retirement plans. Employer contributions are included with some plans.

ADDITIONAL COMMENTS:

External applicants should apply online at <http://www.fcboe.org>. Complete application packets consist of:

- Letter of Interest that refers to the desired position by position title
- Current résumé
- Completed online application (<http://www.fcboe.org>)
- Copies of all valid professional certificates (as applicable for position)
- College transcripts or high school diploma or state approved high school equivalent (as applicable for position)
- Three Fayette County Public Schools Reference Forms (<http://www.fcboe.org>). These reference forms must be written within one year of application date. Two of the references must be from persons who have directly supervised the applicant: (1) a current supervisor and (2) the most recent former employer/supervisor.

It is the policy of Fayette County Public Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions or to request accommodations based on a disability, contact the Human Resources Department (770.460.3535).