



BALDWIN COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Deputy Superintendent

REPORTS TO Superintendent

FLSA STATUS: Exempt

**TERMS OF
EMPLOYMENT:** 12 month

NATURE OF WORK

Assists the Superintendent in developing, achieving and maintaining the best possible educational programs and services; provides leadership in long-range planning, goal setting and implementation; performs administrative responsibilities for the Superintendent, the Board of Education and staff; provides leadership in the development and implementation of educational programs and services which enable students to be successful learners and productive citizens; represents the Superintendent on system and community committees and projects; provides technical assistance to administrative staff; and assists the Superintendent in leadership development and evaluation.

QUALIFICATIONS

- Minimum of Master's Degree in Educational Leadership, Specialist Degree or higher preferred.
- Minimum of 5 years of successful teaching experience preferred.
- Minimum of 5 years of successful experience as a principal and/or district-level leadership required.
- Demonstrated ability in instructional management, budgeting, curriculum planning, staff development, legal matters, supervision of instruction, and personnel management.
- Ability to effectively communicate with students, staff, parents, and the public.

ESSENTIAL FUNCTIONS

- Serves in the absence of the Superintendent as the Chief Officer of the district.
- Attends board meetings and presides over such other meetings as the Superintendent designates.
- Assists the Superintendent in the determination of programs needed by the school district to improve student achievement.
- Assists the Superintendent in the process of fiscal planning and budgetary development and interpretation.
- Supervises building principals and other personnel as assigned by the Superintendent.
- Develops the instructional and leadership capacity of staff.
- Assists the superintendent in the strategic planning process and the monitoring of school improvement plans.

- Conducts meetings as needed to interpret changes in board policy or administrative rules, to discuss developments, and to evaluate trends in education as they pertain to the areas of assigned responsibility.
- Establishes and maintains effective relationships with parent groups, local community, business and civic groups, Chamber of Commerce, municipal, state and national agencies, and other interested parties with respect to interpreting and explaining the Baldwin County School District's educational programs.
- Directs continuous and sustainable school improvement.
- Assists the superintendent in the evaluation of school and district leaders.
- Collects and uses data to identify goals, assess organizational effectiveness, and promote organizational learning.
- Develops assessment and accountability systems to monitor student progress and student achievement.
- Promotes the use of the most effective and appropriate technologies to support teaching and learning.
- Determines instructional needs and makes recommendations based on these needs.
- Facilitates instructional aspects of leadership meetings and activities.
- Communicates planning processes and instructional programs as well as philosophy and policies to the Superintendent, Board of Education, staff and the community.
- Leads Instructional and Student Services teams in communicating programs and projects to support strategic planning efforts.
- Participates and facilitates district walkthroughs.
- Assists with the district's accreditation processes with Cognia/Georgia Accreditation Commission.
- Directs and manages the operations and facilities of the Baldwin County School District including all renovations and new construction districtwide.
- Administers and supervises all aspects of the Student Services Department.
- Assists with selection, procurement, and distribution of instructional materials and equipment.
- Keeps abreast of developments in teaching and learning and providing leadership in promoting appropriate research and practice.
- Promotes and protects the welfare and safety of students and staff.
- Monitors requirements to meet compliance with state guidelines.
- Oversees the total enrollment process for all students in the school district.
- Administers all zoning and rezoning issues for the school district.
- Oversees the district safety plan and supports schools in developing each individual school safety plan including yearly revisions with local agencies.
- Oversees district-wide athletics.
- Performs such other duties and assumes such other responsibilities as assigned by the Superintendent.

PHYSICAL ABILITIES

The following figures convey the relevant and relative physical abilities an applicant or employee must possess in order to fulfill the functions and duties of the job.

