

## GULFPORT SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Assistant Superintendent

Board approved July 15, 2013

### **QUALIFICATIONS:**

1. Mississippi certificate in Educational Administration and Supervision
2. Master's degree in Educational Administration and Supervision; Doctorate degree preferred
3. Five years experience in educational administration, at least two years of which should be at the district or other-than-school-building level
4. Skilled in personnel administration, purchasing procedures, fiscal planning and management, institutional facilities planning and construction, school environment management, and accreditation and instructional management
5. Able to communicate effectively to the Board of Trustees, the media, and various other lay and professional audiences
6. Alternative and supplemental requirements as the Superintendent and the Board of Trustees may find appropriate and necessary

**SUPERVISES:** Shared supervision of all district employees

**REPORTS TO:** The Superintendent

### **JOB GOAL:**

The goal of the Assistant Superintendent is to ensure that the district has adequate resources to accomplish the educational mission of the district; administer policies and services designed to meet the needs of district employees; assure compliance with governing laws and board policies; and assist in administering district programs efficiently and effectively.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Assist in administering all district programs
2. Act in the Superintendent's behalf as district executive officer in the event of the absence or unavailability of the Superintendent
3. Ensure the operation of school facilities
4. Ensure that employment practices and procedures remain in compliance with laws and Board policies
5. Provide leadership for, and coordinate the development of, job analysis and performance appraisal
6. Ensure the annual performance appraisals of personnel are conducted in a timely and appropriate manner
7. Evaluate department heads, supervisors, and principals annually as designated by the Superintendent
8. Periodically monitor each program supervised with on-site visits and other contact interaction
9. Monitor and maintain policies established by the Board of Trustees

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10. Provide for the continual efficient performance of the district by administering a strategic planning process
11. Represent the Superintendent in grievance or other legal hearing initiated by district employees
12. Represent the school district in all matters related to school operations by administering a public relations program
13. Report district program developments and operational activities to the media, PTA, and other lay groups
14. Chair assigned committees
15. Assist the Superintendent in leading various interdepartmental project groups, special projects, and task forces
16. Continue professional growth and development through staff development programs, professional meetings, study of professional literature, and/or additional graduate courses
17. Perform other duties as assigned

### **TERMS OF EMPLOYMENT:**

235 days annually with salary to be established by the Board of Trustees

### **EVALUATION:**

Performance of the Assistant Superintendent will be evaluated annually by the Superintendent in accordance with provision of Board policy.