

Union Public Schools Job Description

Position Title: Assistant Superintendent of Support Services
Department: Support Services
Reports To: Superintendent

FLSA Designation: Exempt

SUMMARY: Provides leadership and coordination in the support services areas to develop and maintain optimal programs, services and facilities for the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Provides leadership and oversight for the departments and administrators in the Support Services Division as assigned by the Superintendent (i.e., Operations, Maintenance, Construction, Transportation, Food Service, etc.).
- Participates as a part of the Superintendent's Cabinet in decision making and planning on behalf of the entire District.
- Assists in the long range planning processes for the District to ensure that bond issues, facilities, maintenance and programs meet District needs in a timely manner.
- Communicates with administration and staff to assist in planning, directing and coordinating District programs.
- Supervises and coordinates the activities of staff, recommending measures to improve performance and increase efficiency.
- Develops and maintains written procedures, documents and controls to ensure compliance with Board of Education policies, safety and security standards, state laws and regulations.
- Acts as the District representative in construction jobs to ensure appropriate design of facilities, fiscal oversight and coordination with builders and architects. Communicates to the Superintendent and Board and follows through with payments and approvals as necessary.
- Communicates regarding the Support Services areas with Board members, the Superintendent and other staff through reports, the Board subcommittee process, and as a member of District committees.
- Interprets the programs, philosophies, and policies of the District to staff, students, and the community at large.
- Plays a significant leadership role in fostering professional growth and building of staff morale throughout the District.
- Provides direction and oversight over the budgets assigned in accordance with all legal and Board requirements.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees and other staff members as the Superintendent may designate.

QUALIFICATIONS REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree or equivalent, at least ten years' successful experience in teaching and school administration, and a valid superintendent's certification.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma superintendent certification required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: None.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to sit, and talk or hear. The employee is occasionally required to reach with hands. The employee is required to stand and walk and will travel from site to site occasionally. Employee will sometimes be required to walk and/or climb in construction site areas.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet but may be loud such as in construction site areas.