

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT SUPERINTENDENT, Elementary Education

QUALIFICATIONS

- Doctorate Degree in Education preferred, but at least a Master's Degree in Education with certification in Administration and Supervision, Educational Leadership, or School Principal.
- Five (5) years of experience in Public Education Administration.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the laws and rules as they relate to Elementary Education and instruction.
- Knowledge of current trends and best practices, including an understanding of elementary school education and instruction.
- Knowledge of the District and its organization.
- Skills in problem solving, human interaction and conflict management.
- Effective skills in oral and written communications.
- Ability to analyze, interpret, synthesize, and use data in decision-making.

SUPERVISION

REPORTS TO Superintendent
SUPERVISES Elementary Principals and Other Assigned Personnel

POSITION GOAL

To direct the District's programs for elementary schools and to support the vision and mission of the District by ensuring that the policies, procedures, and initiatives of the School Board that relate to elementary schools are advanced and implemented to assure the educational success of elementary children in Seminole County.

PERFORMANCE RESPONSIBILITIES

1. *Oversee the operation of Elementary Education, Title 1, Extended Day Child Care, Staff Development and Equity and Excellence departments.
2. *Oversee and evaluate elementary school improvement plans.
3. *Serve as liaison between the elementary schools and department divisions at the County Office.
4. *Monitor the performance of elementary students and provide a structure and environment in which learning and student achievement is the prime focus.
5. *Coordinate elementary administrators' meetings and meetings with department coordinators/directors.
6. *Assist principals and departments in identifying program needs, materials, and equipment.
7. *Monitor grouping procedures, organizational patterns, and scheduling of staff and students at elementary schools.
8. *Visit elementary schools including classroom visitations on a regularly scheduled basis.
9. *Provide input in the process of district budget development.
10. *Monitor articulation of elementary instructional programs.
11. *Serve as a member of the Superintendent's Planning Team(s).
12. *Assist in the building program at the elementary school level.
13. *Provide enrollment projections of the elementary schools for staffing and FTE estimations.
14. *Monitor elementary school programs and the department programs.
15. *Insure principal and department coordinators/directors accountability for job performance.
16. *Promote and enhance continuous personal and professional improvement for school administrators and department coordinators/directors.
17. *Assist in the development of countywide goals, objectives, and procedures.

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18. *Serve as a liaison between parents and the District wide staff, including elementary principals, to assist with the resolution of issues.
19. *Provide administrators updated information and research pertinent to the operation of the schools.
20. *Assist in the recruitment and hiring of school and District employees/administrators.
21. *Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
22. *Prepare and oversee the preparation of all required reports and maintain appropriate records.
23. *Exercise proactive leadership on promoting the vision and mission of the District.
24. *Perform other duties/tasks consistent with the goals and objectives of this position.
25. Perform other duties as assigned by the Superintendent.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Computer, Telephone, Copy Machine, FAX Machine

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-01-P **\$95,517 - \$146,521**

District Salary Schedule

Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 01
EEO-5 Line 03
Function 7200
Job Code 1303
Survey Code 63016

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 22, 2021
August 28, 2001
March 9, 1993

ADA Information Provided by Walt Griffin
Position Description Prepared by Walt Griffin