

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT SUPERINTENDENT, Secondary Education High School

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' experience in Public Education Administration.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the laws and rules as they relate to high school education.
- Knowledge of current trends and best practices, including a good understanding of high school education.
- Knowledge of the school district and its organization.
- Skill 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 High School Principals, and Other Assigned Personnel

POSITION GOAL

To support the vision and mission of the District by ensuring that the policies, procedures, and initiatives of the School Board that relate to the District's programs for high school and transportation services are advanced.

PERFORMANCE RESPONSIBILITIES

1. *Provide leadership and direction for assigned areas of responsibility.
2. *Oversee the operation of high school education.
3. *Oversee and evaluate the high schools' improvement plans.
4. *Serve as liaison between the high schools and department divisions at the county office.
5. *Coordinate regional accreditation activities.
6. *Coordinate high school administrators' meetings.
7. *Assist principals and departments in identifying program needs, materials, and equipment.
8. *Monitor grouping procedures, organizational patterns, and scheduling of staff and students of each high school.
9. *Visit high schools including classroom visitations on a regularly scheduled basis.
10. *Provide input in the process of district budget development.
11. *Monitor articulation of high school instructional programs.
12. *Serve as a member of the Superintendent's Planning Team(s).
13. *Assist in the building program at the high school level.
14. *Provide enrollment projections of the high schools for staffing and FTE estimations.
15. *Monitor high school programs.
16. *Ensure principal accountability for job performance.
17. *Perform associated functions of/for the School Board on behalf of the Superintendent.
18. *Intercede in all matters pertaining to high schools and transportation to elicit favorable solutions.
19. *Represent and act on behalf of the Superintendent for functions he/she is unable to be present.
20. *Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
21. *Prepare or oversee the preparation of all required reports and maintain appropriate records.
22. *Exercise proactive leadership in promoting the vision and mission of the District.
23. *Review existing District policies related to providing safe and secure schools and recommend revision when appropriate.

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- 24. *Coordinate the selection of high school principals and other administrators.
 - 25. Perform other duties/tasks consistent with the goals and objectives of this position.
- *Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Computer, Telephone

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.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
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.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

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 1302H Survey Code 63018	FLSA <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable ADA Information Provided by Walt Griffin Position Description Prepared by Walt Griffin	BOARD APPROVED June 22, 2021 August 28, 2001 September 21, 1999 Previous Board Approval
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