

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT SUPERINTENDENT, Student and School Success

QUALIFICATIONS

- Master's Degree in Education with certification in Educational Leadership, Administration and Supervision, or School Principal. Doctorate preferred.
- At least five (5) years of experience in a school or district administrative position. At least three (3) years of experience as a school principal with evidence of successful student achievement, school improvement, and community engagement outcomes preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of federal and state K-12 education laws and rules, including school accountability, content standards, required instruction, and student assessment.
- Knowledge of evidence-based trends and best practices in K-12 education, especially related to equity, opportunity and achievement gaps, learning theory, instructional strategies, program planning, staff development, and learning technologies.
- Knowledge of the school district and its organization.
- Knowledge of parent involvement and community support strategies to foster educational partnerships.
- Skill in problem solving, human interaction, and conflict management.
- Skill in the development, implementation, and monitoring of school improvement action plans using a continuous improvement framework.
- Effective skills in oral and written communications.
- Ability to analyze, interpret, synthesize, and use data in decision-making.
- Ability to influence internal and external stakeholders to develop and sustain a culture of learning excellence.
- Ability to lead successful school improvement/reform efforts.

SUPERVISION

REPORTS TO Superintendent or Superintendent's Designee
SUPERVISES School principals and other personnel as assigned

POSITION GOAL

Lead, direct, and intensively support a comprehensive school improvement process at a portfolio of assigned K-12 schools, resulting in substantial academic gains for students including the closure of persistent achievement gaps, increased parent and community engagement, and support for schools, and the development of high-impact instructional leaders who are committed to excellence and equity for all students.

PERFORMANCE RESPONSIBILITIES

1. *Provide leadership and direction for assigned schools and personnel.
2. *Oversee the comprehensive operation of assigned schools with an emphasis on academic achievement, student well-being, faculty retention, and community support.
3. *Oversee and evaluate assigned schools' improvement plans, including action plans to increase student proficiency, learning gains, achievement gap closure, and acceleration initiatives.
4. *Establish qualitative and quantitative individual student achievement outcomes based on identified local and state metrics.
5. *Ensure principal accountability for job performance.
6. *Visit assigned schools and conduct classroom observations weekly.
7. *Provide training and mentorship to school leaders in areas of need, including data analysis and high-effect instructional practices.
8. *Support each school in its efforts to customize instruction and research-based interventions to meet individual student needs.

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9. *Monitor enrollment levels at assigned schools and, in collaboration with the Student Assignment & Program Access Department, develop and implement long-term marketing/branding/recruiting and community engagement strategies to ensure widespread community support for school success.
10. *Review the status of district magnet programs and initiatives at assigned schools and develop long-term budgets and action plans to ensure high-quality implementation and sustainability.
11. *Establish vertical and horizontal articulation opportunities for assigned schools, especially concerning professional learning opportunities regarding student, family, and community needs.
12. *Collaborate with other supervisors of principals and district department heads to ensure consistency of operations, communications, and provision of services to assigned schools.
13. *Assist principals and departments in identifying program needs, especially concerning personnel, equipment, supplies, and capital projects.
14. *Provide input in the process of district budget development, especially concerning staffing at assigned schools.
15. *Regularly report to the Superintendent and district leadership team regarding progress at assigned schools, including presentation of requests for differentiated supports for assigned schools and identification of innovative practices for diffusion to other district schools/programs.
16. *Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
17. *Prepare or oversee the preparation of all required reports and maintain appropriate records.
18. *Exercise proactive leadership in promoting the vision and mission of the District.
19. *Represent, and/or perform functions of, the Superintendent and/or School Board when assigned.
20. Perform other duties as assigned by the Superintendent or Superintendent's Designee.

**Denotes essential job functions/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than for sedentary work and the worker sits most of the time, the job is rated as Light Work.

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.
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 Vary
Job Code 1377
Survey Code 63003

FLSA
 Applicable
 Not applicable
Previous Board Approval
ADA Information Provided by Walt Griffin
Position Description Prepared by Walt Griffin

BOARD APPROVED
June 22, 2021

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.