

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DEPUTY SUPERINTENDENT, Instructional Excellence and System Equity

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.
- Minimum of five (5) years of professional experience in education with a minimum of five (5) years successful administrative experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the district's commitment, direction, and philosophy with respect to educational excellence and equity history and current priorities.
- Knowledge of evidenced-based instructional programs and practices.
- Knowledge of administrative computer applications as related to department functions.
- Knowledge of Florida Statutes, State Board Rules, and Federal regulations related to all aspects of educational equity and related instructional services.
- Knowledge of the current and future provisions and requirements of the Every Student Succeeds Act.
- Ability to plan, organize, and prioritize.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to communicate with a variety of audiences and provide leadership to assigned personnel.
- Ability to interpret policy and law.
- Ability to tolerate high levels of stress.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.

SUPERVISION

REPORTS TO Superintendent
SUPERVISES Assigned Personnel

POSITION GOAL

To direct and administer the district's policies, programs, and goals associated with student excellence and equity and to monitor its progress in achieving those goals while continuing to develop strategies designed to provide quality educational experiences for all students.

PERFORMANCE RESPONSIBILITIES

1. *Administer all criteria necessary to ensure compliance with all policies associated with student excellence and equity.
2. *Direct the district's student excellence and equity efforts and communicate with district and school-level personnel regarding student excellence and equity.
3. *Oversee the production of all monitoring reports related to student excellence and equity.
4. *Conduct on-going analyses of school and district data related to student excellence and equity issues.
5. *Facilitate the School Board's Equity Advisory Committee and prepare an annual report to the School Board.
6. *Oversee and manage the district's Strategic Plan for Continuous Improvement.
7. *Oversee and manage the district's Student Progression Plan.
8. *Oversee and supervise the following departments: Assessment and Accountability; ETAC; ESOL, Dual/World Languages and Student Access; Federal Projects and Resource Development; Student Assignment and Program Access; and Teaching and Learning.
9. *Administer and monitor the district's application processes for local, state, and federal grants.

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10. *Work collaboratively with appropriate staff members to ensure that the instructional excellence and equity goals are addressed within the areas of curriculum development/revision, staff identification, staff development, materials/equipment identification, and technical assistance.
11. *Monitor and evaluate the effectiveness of K-12 remediation and acceleration efforts and work with Teaching and Learning, Elementary, Middle, High, and SSS Directors/Assistant Superintendents to implement corrective measures and/or improvement strategies.
12. *Facilitate a Cluster Framework to promote K-12 vertical articulation communication and common problem-solving efforts among schools.
13. *Coordinate, supervise, and evaluate assigned personnel.
14. *Assist in the preparation of School Board meeting agendas, preparing appropriate information and action items of routine and priority nature, as well as timely reports.
15. *Serve as the chief academic officer for all instructionally based Department of Education (DOE) requirements.
16. *Coordinate the Seminole State College and Seminole County Public Schools Partnership meetings and efforts.
17. *Review and evaluate requests to conduct research in Seminole County Public Schools.
18. *Serve on, facilitate, or chair various committees as needed.
19. *Serve as a member of the Superintendent's Planning Team(s).
20. *Serve as the Superintendent's designee in his/her absence.
21. Perform other duties as assigned by the Superintendent.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Computer and other 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 require exertion of forces greater than that 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.

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

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

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

TERMS OF EMPLOYMENT

PAY GRADE

AO-00-P \$111,016 - \$186,567

District Salary Schedule
 Months 12
 Annual Days 258
 Weekly Hours 37.5
 Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
 Personnel Category 1
 EEO-5 Line 3
 Function 7200
 Job Code 1453
 Survey Code 63004

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 22, 2021
September 8, 2020
February 11, 2003

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

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