



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Administrative

Position Title: Assistant Superintendent for Elementary Schools

Position Level:

Administrative Salary Scale/
12 months (Senior Management
Class)

FLSA Status:

Exempt
 Non-Exempt

Reports to:

Deputy Superintendent

GENERAL DESCRIPTION

To provide instructional and operational leadership for the administration and coordination of programs and services for elementary levels.

KEY RESPONSIBILITIES

Collaborate in the planning of the personnel allocation process.

Provide information about current trends in elementary education to school and district leaders.

Maintain good public relations with parents and community groups for dissemination of information and feedback.

Provide consultative services to Chief Academic Officer regarding all aspects of elementary curriculum and instructional services, including the selection of materials, equipment and budget recommendations regarding instructional materials.

Assist the Cognia accreditation process.

Supervise elementary assigned personnel and elementary principals, conduct annual performance appraisals, and make recommendations for appropriate employment action.

Serve on the Superintendent's Cabinet.

Collaborate with members of the Superintendent's Cabinet to ensure management and instructional goals are consistent with the educational philosophy of the District.

Coordinate and supervise all elementary summer school functions.

Perform other incidental tasks consistent with the goals and objectives of this position.

Improve present instructional programs in cooperation with the Teaching, Learning and Leading team as well as principals, staff and teachers.

Serve as a program consultant to elementary school personnel and conduct on-site visits.

Maintain a close working relationship with elementary school administrators and the Teaching, Learning and Leading team to ensure information exchange, coordination of efforts, and general support for the decision making process.

Work with appropriate personnel in the planning, modification, and construction of school facilities.

Observe and evaluate elementary teachers as requested by principals.

Assist in the development of administrative guidelines for elementary education programs.

Make recommendations regarding elementary professional learning activities.

Assist in the development of administrative guidelines for early childhood and elementary education.

Prepare all required reports and maintain all appropriate records.

Monitor the weekly communication between school principals and their communities and personnel.

Perform other duties and responsibilities as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Assistant Superintendent for Elementary Schools

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Master’s Degree or higher required in Educational Administration/Supervision/Educational Leadership. Doctorate preferred.
<i>Work Experience:</i>	Minimum of five (5) years successful experience in teaching and five (5) years administrative experience in diverse educational fields.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple facilities/schools of the School District Osceola County in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Multifaceted: Supervision is available on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with District-wide policies. Decisions may have long-term impact on the School District.
<i>Communications:</i>	Requires regular contact with internal and external persons of importance and influence. Involving considerable tact, discretion and persuasion in gaining the cooperation of others. Requires the handling of delicate relationships and complex situations.
<i>Managerial Skills:</i>	Responsible for supervising multiple departments, an entire facility/school with full responsibility for effective operation and results.
<i>Planning:</i>	One to Three Years: Formal plans that exceed one year, but not three years beyond normal operational planning.
<i>Job-Related Knowledge and Skills:</i>	Multiple Professional Skills/External Expert: Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Has extensive ability to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational, medical and/or business knowledge to manage a major segment of the School District. Recognized expert in the field and consultative resource by others outside the School District.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district’s approved compensation plan. Length of the work year and hours of employment shall be established by the district.

Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.

HISTORY OF BOARD APPROVAL AND REVISIONS

Board Approved: 07.08.08; rev. 04.19.16; rev. 07.30.24

CLASS SPECIFICATION

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.