



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Administrative

Position Title: Assistant Superintendent for School Operations

Position Level: Administrative Salary Scale/ 12 months

FLSA Status:
 Exempt
 Non-Exempt

Reports to: Superintendent

GENERAL DESCRIPTION

To assist the Superintendent in providing comprehensive leadership for operational services with emphasis on transportation, food services, security and maintenance.

KEY RESPONSIBILITIES

To serve on the Superintendent's Leadership Team.

To assist in the preparation and administration of the District operation and capital improvement budgets.

To develop appropriate board agenda items pertaining to areas of responsibility.

To provide leadership for division responsibilities of Transportation, Food Services, District Security and Maintenance.

To monitor and evaluate services provided by the departments within the division.

To perform the annual evaluation for all assigned staff.

To ensure District compliance with the applicable codes, rules, and statutes.

To coordinate activities of the division with schools and other divisions.

To coordinate the assessment of training needs for personnel in assigned areas.

To facilitate close communication between assigned departments and assigned schools to ensure cost efficiency and excellent service to all stakeholders.

To ensure that major projects are coordinated with appropriate agencies.

To coordinate the development and implementation of a plan to facilitate both internal and external communication.

To keep personally abreast of new developments in operation of systems, and allocation of resources to ensure maximum efficiency from operation expenditures.

To perform other incidental tasks consistent with the goals and objective of this position.

Perform other duties as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Assistant Superintendent for School Operations

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Master's degree in Educational Leadership or Business Administration.
<i>Work Experience:</i>	Minimum of three (3) years administrative experience.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple facilities/schools of the School District of 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: 04.19.16

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.