

Greenville Public School District
Job Description
Assistant Superintendent of District and School Operations

Qualifications: A Master's Degree or higher with Administrative Endorsement
Minimum of three years of experience as an administrator

Reports To: Superintendent

Job Goal: To provide leadership in the ongoing development and improvement of the instructional program of the District. To maintain and achieve quality service in the Support Services area

Mission and Goals

- Works with the Superintendent and those whom he/she supervises to articulate and promote the school system's vision of learning and teaching
- Monitors and evaluates progress toward accomplishment of system goals and objectives
- Uses student data to identify program needs
- Develops goals and objectives, programs and operations that are consistent with school system vision, mission, and goals
- Ensures that unit and program plans are consistent with the system's strategic plan
- Organizes daily, monthly, and yearly schedules to facilitate learning and teaching in the schools
- Communicates high expectations of students, staff, and parents/guardians
- Creates, identifies, encourages, and supports innovative ideas that in turn support learning and teaching in the schools

Management of Educational Resources

- Selects and utilizes personnel to meet the needs of the school
- Administers the finances and resources of the school with sound fiscal management and educational practices
- Achieves maximum results for available resources and money spent
- Protects instructional time through effective instructional leadership
- Understands and utilizes the available technology of the school (The focus of technology is on student achievement.)

Primary Responsibilities

- Attends Board meetings and prepares such reports for the Board as the Superintendent may request
- Assists in the determination of types of programs needed by the schools and makes appropriate recommendations
- Reports on the status of district programs and services at the request of the Superintendent.
- Plays a significant leadership role in curriculum planning and in-service education for professional staff.
- Serves upon assignments by the Superintendent as a resource person to all administrators in the District.
- Interprets the programs, philosophy, and policies of the district to staff, students, and the community
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools
- Establishes necessary procedures for referral and cooperative planning with other agencies, both local and state, that provide services to children
- Communicates to the superintendent the requirements and needs of the district as perceived staff members
- Oversees the procedures and processes to assure student/ staff due process protections
- Takes an active role in Superintendent's Management Team
- Oversees and maintains all reports, equipment, fixed assets, and inventories associated with support services
- Oversees budget planning and purchasing associated with support services
- Keeps abreast of current laws and regulations as they pertain to support services
- Supervises the bidding process in repairs, renovation construction, and purchasing required by law
- Develops short-range and long-range renovation and construction plans that enhance the instructional process
- Develops and oversees maintenance and custodial systems to ensure that they operate efficiently and

provide a safe, clean environment for instruction

- Establishes and maintains a safe, efficient pupil transportation system
- Assists the transportation Director with planning and maintaining the best and most economical bus routes
- Establishes and maintains a bus repair system that ensures pupil safety
- Establishes and maintains a child nutrition program that provides nutritious meals and meets federal requirements
- Utilizes the media to announce planned menus and special events associated with all area of support services
- Communicates with district security personnel to maintain a safe environment for students and employees.
- Assists security and administrators in maintaining and improving the district's Crisis Management Plan.
- Administers and evaluates the district's insurance, EPA, Safe Schools Act programs, and other compliance areas
- Participates in the preparation and administration of the instructional budget
- Leads the Handbook and Calendar Committees in the development of the yearly publications
- Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent and/or the Superintendent's Designee

Terms of Employment Ten, eleven, or twelve month year. Salary and work year to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.