

## **POSITION DESCRIPTION**

**TITLE:** **DEPUTY SUPERINTENDENT**

- QUALIFICATIONS:**
1. Master's Degree in Education.
  2. Valid Superintendent or Assistant Superintendent Certificate.
  3. Successful experience as a building administrator.
  4. Demonstrated ability in instructional management, budgeting, curriculum planning, staff development, legal matters, supervision of instruction, and personnel management.
  5. Ability to work cooperatively with diverse groups.
  6. Ability to communicate with all segments of the school and community.
  7. Knowledge of federal and state funding, grant programs, regulations, and laws.
  8. Ability to work cooperatively with all collective bargaining organizations.
  9. Research, organization, development, and planning skills required.

**REPORTS TO:** Superintendent of Schools.

- SUPERVISES:**
1. Director of School Improvement.
  2. Director of Special Education and Pupil Services.
  3. Business Manager.

- JOB GOALS:**
1. To assist the Superintendent in providing leadership in the development of the best possible curriculum instruction and evaluation programs.
  2. To oversee the day-to-day operations of all facets of the school district programs.

**FUNCTIONS/  
RESPONSIBILITIES:**

1. Provides leadership assistance in support of the Superintendent for the development, promotion, and implementation of the district's priorities, objectives, and improvement efforts.
2. Provides district-wide direction, coordination, and leadership in all areas of the district.
3. Supervises the preparation of reports, records, and similar documentation appropriate to the administration of the school district and/or required by the Superintendent.
4. Provides leadership and assistance in the development and implementation of the budget process.
5. Provides leadership and assistance in negotiations with district bargaining units.
6. Assists and facilitates communications with both internal and external school groups.
7. Promotes the Groveport Madison Schools by interacting with community, civic leaders, and various groups.
8. Attends all regular and special meetings of the Board of Education and executive or study sessions when requested by the Superintendent.
9. Interprets the educational program of the school district to the Board of Education, the professional staff, and the community in concert with the Superintendent.
10. Recruits and interviews certificated candidates
11. Establishes and monitors the hiring process
12. Assists the superintendent with principal evaluation
13. Keeps abreast of changes and developments in education and uses this knowledge constructively in the operation of educational services.
14. Serves as acting Superintendent in the absence of the Superintendent as requested by the Superintendent.

15. Assists the Superintendent with all public relations and information issues.
16. Makes recommendations to the Superintendent for program and policy changes.
17. Conducts district-wide research and develops a system of program evaluation as needed.
18. Keeps informed on educational trends and research findings.
19. Represents the Superintendent on all commissions, councils, and committees as assigned.
20. Keeps the Superintendent informed regarding all state instructional mandates, regulations, requirements, etc.
21. Performs such other tasks and responsibilities as may be assigned by the Superintendent of Schools.
22. Recruits and interviews certificated candidates

**EMPLOYMENT:** 260 days, salary and contract as determined by the Board of Education.

**EVALUATION:** Performance in this position will be evaluated by the Superintendent of Schools.