

PCSB: 0009  
Pay Grade: C15

FLSA: Exempt  
Administrative

<b>DEPUTY SUPERINTENDENT</b>
<b>REPORTS TO:</b> Superintendent of Schools
<b>SUPERVISES:</b> Support Staff
<b>QUALIFICATIONS:</b> Master's degree from an accredited college or university. At least five (5) years of leadership experience at the district and/or school level in an administrative capacity.
<b>PREFERRED:</b> Doctorate degree from an accredited college or university. Certification in Administration/Supervision at the elementary and/or secondary level, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education.
<b>MAJOR FUNCTION</b>
Serves as Acting Superintendent in the absence of the Superintendent; assumes all the duties and responsibilities of the Superintendent. Serves as a staff officer to the Superintendent, including, but not limited to, keeping the superintendent informed as to all financial, information services, facilities, operational, and personnel issues, and status of the school system. Provides advice as to the appropriate use of all resources of the district; recommends changes in policy and practice; and assists in the preparation of agenda for Board meetings. Directs activities of the district to be in compliance with law, policy, and regulations in a manner that ensures the optimal use of district assets.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Serves as Acting Superintendent in the absence of the Superintendent; assumes all the duties and responsibilities of the Superintendent</li> <li>• Act as Chief of Staff to organize staff functions and monitor progress whether solely in a division or jointly among divisions</li> <li>• Disseminates information in order to accomplish the district's goals</li> <li>• Coordinates and manages the financial, information services, facilities, and operational activities of the district</li> <li>• Advises and counsels with the Superintendent on all areas of responsibility and recommends action</li> <li>• Recommends to the Superintendent policies pertaining to the district school system as necessary for the most efficient operation</li> <li>• Coordinates with the Director of School Transformation on the implementation of plans to improve the performance of the transformation schools</li> <li>• Assists in the planning and resource allocations for the entire operations of the transformation schools</li> <li>• Makes presentations at community events regarding the transformation schools and the minority achievement plan</li> <li>• Works with the Minority Achievement Officer to plan and implement strategies to close the achievement, discipline, promotion, graduation, and attendance gap with the minority groups</li> <li>• Assists in the preparation of the School Board meeting agenda, preparing related actions items of routine and priority nature, as well as timely reports</li> <li>• Recommends to the Superintendent plans for contracting, receiving, purchasing, acquiring by condemnation, leasing, selling, holding, transmitting, and conveying title to real property and personal property</li> <li>• Works to ensure plans are implemented to accomplish district goals of career and college readiness</li> <li>• Supervises the assembling of data, studies and surveys essential to the development of a more efficient and effective School District ensuring that the data systems are available to monitor all aspects of the transformation schools and the Minority Achievement Office</li> </ul>

## DEPUTY SUPERINTENDENT

### ESSENTIAL RESPONSIBILITIES (Continued)

- Recommends resulting programs to the Superintendent as the basis for operation within the Pinellas County School District
- Recommends the establishment, organization, and operation of services as are needed to provide adequate services for all children in the district
- Oversees the development of fiscal/school year calendars for the operations of the district
- Recommends policies and procedures for the closing of any or all schools/facilities in the event of an emergency
- Recommends to the Superintendent the proper policies and procedures for the attendance and control of pupils at school and for the proper attention to health, safety, and other matters which will best promote the welfare of children  
These areas include but are not limited to:
  - Admitting, classifying, promoting, transporting, and graduating pupils to or from various schools in the district
  - Enforcement of all laws and regulations
  - Employment of qualified employees
  - Control, discipline, suspension, and expulsion of pupils
  - Staff duties and responsibilities, which need to be performed and positions which need to be filled
  - Minimum qualifications of personnel for these various positions
  - Nominations for reappointment
  - Adoption of a salary schedule or salary schedules to be used as the basis for paying district employees
- Recommends to the Superintendent a districtwide facilities program including construction, refurbishing, land acquisition, financing, and cost controls
- Oversees the development of annual staffing plans and district budgets
- Recommends to the Superintendent necessary revenue sources, availability, and options
- Ensures accurate accounting for all district funds
- Recommends to the Superintendent policies and procedures related to appropriate and compliant retention
- Coordinates and facilitates communications with federal, state, county, and local agencies and stakeholders of the district
- Recommends to the Superintendent procedures whereby stakeholders are adequately informed of the educational programs, needs, and objectives of public education within the district
- Recommends procedures for implementing and maintaining a system of school improvement and education accountability as provided by statute and state rules
- Provides outstanding customer service and use of positive interpersonal communicational skills
- Ensures compliance with Board rules and applicable federal laws and regulations
- Performs other related duties as required

### 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.*

*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.*

### HISTORY OF JOB CLASSIFICATION

ISSUED 2/28/13, LM; BOARD APPROVED: 4/23/13; REVISED PG, MQ, ER 04/01/16 CH; BOARD APPROVED: 04/26/16

**DEPUTY SUPERINTENDENT**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy			X		
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Deputy Superintendent – ADM