

**SCHOOL DISTRICT OF OKEECHOBEE COUNTY**  
**ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Master's degree in Educational Leadership or related field from an accredited educational institution.
- (2) Valid Florida certification in Educational Leadership or related field.
- (3) Seven (7) years successful experience in education including three years in a supervisory or administrative position.
- (4) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to communicate effectively, both orally and in writing. Ability to present information effectively to a variety of audiences. Ability to work collaboratively with others. Ability to use conflict resolution strategies. Ability to make decisions based on relevant information. Ability to plan, establish priorities and use time effectively. Knowledge of national, state, and district educational goals and standards. Ability to read, interpret and implement State Board of Education rules, School Board policies and appropriate federal and state statutes.

**REPORTS TO:**

Superintendent

**JOB GOAL**

To assist the Superintendent substantially and effectively by providing leadership in the development, coordination and maintenance of central administrative services to facilitate successful educational programs and related support services throughout the district.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \*(1) Provide leadership, oversight, and direction for the overall activities of planning, implementation and evaluation of administrative services.
- \*(2) Oversee the delivery and coordination of administrative services.
- \*(3) Provide information and advice to the Superintendent on the status of administrative resources.
- \*(4) Participate in the selection of architectural and engineering firms for the district.
- \*(5) Oversee the acquisition and disposition of real property for the district.
- \*(6) Oversee annual property inventories for the district.
- \*(7) Assist with organizational analysis and development.

- \* (8) Assist with the preparation for collective bargaining.
- \* (9) Serve as the district risk manager.
- \* (10) Serve as the district's chief hearing officer for student expulsion cases.

#### **Inter/Intra-Agency Communication and Delivery**

- \* (11) Serve as the district public information officer.
- \* (12) Interpret the philosophy, programs and policies of the district to staff and the community.
- \* (13) Maintain liaison with federal, state and local agencies regarding operations of the department.
- \* (14) Build working relationships with various community leaders and organizations.
- \* (15) Respond to inquiries and concerns in a timely manner.
- \* (16) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \* (17) Keep supervisor informed of potential problems or unusual events.
- \* (18) Maintain communication with other agencies and school districts to share and receive information about effective programs and practices.
- \* (19) Use effective, positive interpersonal communication skills.
- \* (20) Work cooperatively with the Superintendent, School Board members and other personnel
- \* (21) Provide oversight and direction for cooperative planning with other agencies.
- \* (22) Coordinate use of facilities by outside organizations.
- \* (23) Facilitate school/district security measures.

#### **Professional Growth and Improvement**

- \* (24) Keep abreast of statutory and regulatory requirements and proposed changes in areas of responsibility and advise the Superintendent regarding their impact on the district.
- \* (25) Keep informed about current trends in education through attendance at conferences and related training activities.
- \* (26) Participate in training activities which will improve knowledge and skills.
- \* (27) Promote and support professional growth for self and others.

#### **Systemic Functions**

- \* (28) Promote the vision and mission of the district.
- \* (29) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- \* (30) Review, interpret and communicate new legislation to ensure that district policies, procedures and programs meet new requirements.
- \* (31) Participate in district planning.
- \* (32) Recommend programs to support the district's annual and long-range plans.
- \* (33) Participate in School Board workshops and presentations.
- \* (34) Assist in the development of administrative guidelines.
- \* (35) Assist in the preparation of School Board agenda items related to administrative services.
- \* (36) Serve on district, state or community councils or committees as assigned or appropriate.
- \* (37) Represent the district at state and regional functions.
- \* (38) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \* (39) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \* (40) Model and maintain high standards of professional conduct.

#### **Leadership and Strategic Orientation**

- \*(41) Serve on the Superintendent's Leadership Team.
- \*(42) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- \*(43) Provide leadership for innovative and special programs.
- \*(44) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(45) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(46) Facilitate problem solving by individuals and groups.
- \*(47) Provide oversight and direction for problem solving with other agencies.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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**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 those established by the district.

**EVALUATION:**

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

Board Approved: 10/12/10