

**SCHOOL DISTRICT OF SARASOTA COUNTY**  
**JOB DESCRIPTION**

**ASSISTANT SUPERINTENDENT FOR NeXt GENERATION**

**SALARY SCHEDULE: ASSISTANT SUPERINTENDENT**

**COST CENTER: OFFICE OF THE SUPERINTENDENT (9024)**

**QUALIFICATIONS:**

- (1) Masters Degree from an accredited educational institution, doctoral degree preferred.
- (2) Experience in public school systems, including teaching and administration positions, illustrating a successful progression of broader responsibilities.
- (3) Certified in School Leadership.
- (4) Minimum of five (5) years successful experience in school-based and/or central office educational leadership.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledgeable about teaching and learning. Understands the political, social, economic, legal, and cultural context of learning. Ability to collaborate with the district level administrative team to foster commitment to excellence and the creation and development of great leaders. Ability to build individual accountability, and align behaviors with determined goals and values. Ability to communicate at all levels, and recognize and reward success. Ability to assist in district-wide planning for continuous improvement. Ability to prepare and manage the budget for the areas of Teaching, Learning and Accountability. Ability to hold and communicate a clear vision for success. Ability to foster an inclusive and caring culture while involving all stakeholders and ethical behaviors.

**REPORTS TO:**

Superintendent

**JOB GOAL**

To serve the district by developing prospectuses of assigned critical strategic projects.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Provide leadership, direction and research for the planning and development of prospectuses for assigned critical strategic projects.
- \* (2) Analyze current status and make recommendations for more effective programs, practices and procedures relative to assigned strategic projects.
- \* (3) Serve as the major advisor to the Superintendent in matters relating to the successful development of assigned prospectuses of assigned critical strategic projects.
- \* (4) Ensure compliance with School Board, District and state policies and guidelines in assigned areas of responsibility.
- \* (5) Represent the School District in relationship to community, state and/or national efforts and concerns.
- \* (6) Work cooperatively with all members of the Superintendent's Cabinet to ensure that instructional concerns are represented in all decision making.
- \* (7) Promote and support professional growth and development for administrative personnel.
- \* (8) Keep up-to-date and well informed of trends, best practices, legislative changes and legal issues in strategic project areas.
- \* (9) Prepare or oversee the preparation of all required reports and maintain all appropriate records.

**ASSISTANT SUPERINTENDENT FOR NeXt GENERATION LEARNING (continued)**

- \*(10) Provide technical assistance to school-level personnel in matters pertaining to assigned areas.
- \*(11) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \*(12) Recruit and recommend qualified personnel to fill vacancies as needed.
- \*(13) Serve on the Superintendent's Cabinet.
- \*(14) Make and share decisions in a timely manner.
- \*(15) Establish high expectations for self and others.
- \*(16) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- \*(17) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \*(18) Facilitate problem solving by groups or individuals.
- \*(19) Exhibit support for the District's vision, mission, goals and priorities.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(23) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**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.

**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.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities