

# Hernando County School Board Florida

FLSA: Exempt, Non-Union

## ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES AND OPERATIONS

### **Required Qualifications:**

- Master's Degree from an accredited educational institution
- Minimum of five (5) years successful experience in school-based and/or central office leadership
- Knowledge of local, state and national policies which impact education, collective bargaining, and public employees
- Ability to plan, organize, and prioritize
- Ability to analyze, interpret, and use data in decision-making
- Ability to communicate effectively with a variety of audiences
- Ability to facilitate groups to consensus
- Must possess a valid Florida driver's license

### **Performance Responsibilities:**

- Assist in the day to day operations of the School District and act in the absence of the Superintendent when requested
- Responsible for advising and supporting the Superintendent on day-to-day matters in the District, communicating with internal and external stakeholders, troubleshooting day-to-day issues, planning and leading projects, facilitating meetings and discussions, preparing materials, and representing the Superintendent and the School District to a wide variety of stakeholders
- Assist the Superintendent in short and long-range planning related to all District programs and operations
- Direct all functions and services consistent with District priorities, the Strategic Plan, and budgeted goals
- Provide leadership and direction for the Business Services Division, Support Operations Division, Department of Safe Schools, and Communications Department
- Make determinations of financial and human resources to support district goals within available budget
- Spearhead strategic plan efforts
- Make policy recommendations
- Direct daily activities of staff and serve as a resource to ensure compliance with law, policy, and Board direction
- Assist the Superintendent and coordinate the staff's efforts in all legislative concerns at the community, state, and national level
- Advise and consult with the Superintendent and School Board on labor relations issues
- Develop appropriate Board agenda items pertaining to areas of responsibility

- Serve as a resource for administrators and parents for problem solving strategies and solutions
- Serve as a resource person to district and school-based administrators to ensure the effective implementation of programs, policies, and procedures
- Utilize appropriate strategies and problem-solving tools in making decisions concerning utilization of funds and delivery of services
- Supervise efforts to improve student achievement for all students
- Assist the Superintendent as needed in the selection of district and school-based administrators
- Assist the Superintendent in the preparation of the district budget and making budget decisions
- Keep well informed about current trends and best practices in areas of responsibility
- Supervise assigned personnel, conduct annual performance evaluations, and make recommendations for appropriate employment actions
- Attend School Board meetings and scheduled Board workshops and represent the Superintendent at such meetings as needed
- Interact with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance
- Represent the District in a positive and professional manner
- Keep the Superintendent of Schools abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Serve as a member of the Superintendent's Cabinet and actively participate in district-wide planning
- Perform other tasks and assume other responsibilities as the Superintendent may assign or in his/her absence

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Superintendent of Schools

**Evaluation:**

Annual evaluation done by the Superintendent of Schools

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Administrative

**Job Code:**

72003

Board Approved: 6/23/15

Revised: 4/23/19