Deputy Superintendent

This position is assigned duties and responsibilities to coordinate all aspects of administration and perform all duties, as assigned by the Superintendent; execute the duties and responsibilities of the Superintendent in the absence of the Superintendent; and for the purpose of providing the best comprehensive education program possible for the economic and social betterment of all individuals and organizations to be served. The Deputy Superintendent will be expected to be an active participant in all educational and professional growth and to the welfare of the school system and will encourage his/her staff to be public, civic, and professionally affiliated as deemed appropriate for the responsibilities of each staff or faculty member.

DUTIES & RESPONSIBILITIES:

Duties & responsibilities are not all inclusive but may include the following:

- Serve as the coordinator of instructional programs by continually surveying business, industry, high school and adult students to determine training needs and assisting campus directors, counselors, and teachers in developing curriculum to meet training needs.

- Develop and maintain a comprehensive master guidance and counseling program for the district by assisting each campus director and counselor achieve the most effective advisement and counseling program possible to include oversight of advisory committees.

- Develop an overall placement and follow-up program for the district, including placement anywhere in the State, with priority given to the area served by the district.

- Serve as the industrial Liaison for Curriculum Development by developing plans for obtaining overall objectives and scope of training, staffing, scheduling and estimated cost of training; organizing instruction, prerequisites and planning units and lessons; instructional materials cost and media including equipment lists of specifications; recommending a means for evaluating the training process and ensuring safety precautions are practiced.

- Maintain oversight of physical property; assist campus directors in determining needs for facilities and grounds maintenance improvement; keep the superintendent informed with items listed by priority of needs and costs and develop a plan for continuously checking for possible fire hazards in all school buildings, to include assuring safety procedures/equipment are in use.

- Maintain oversight of the procurement of equipment and instructional supplies by assisting directors in determining equipment/supply needs; maintaining a current inventory of equipment to include its conditions; requisitions approved for all purchases and reimbursement claims.

- Maintain oversight of the preparation of proposals, reports, schedules and contracts, to include enrollment reports, follow-up reports, drop reports, campus calendars, career major outlines, student career plans, evaluations of training programs, etc.
Incumbents should possess knowledge of management practices, policies and procedures; of school administration; of appropriate federal laws and regulations concerning employment practices; of the structure and functions of educational organizations; of interviewing and investigative techniques; of business communications; of the legislative process; and of supervisory principles and practices. Ability is required to plan, direct and coordinate the activities of others; to interpret, analyze and resolve administrative and personnel problems; to communicate effectively, both orally and in writing; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

**Education and Experience** Minimum requirements consist of a master’s degree, Superintendents Certificate and Technology Center Administrators Credential.

**SPECIAL REQUIREMENTS:** Incumbents must be willing and able to perform all job-related travel normally associated with this position. Incumbents are expected to participate in local community activities throughout the district. Some light to moderate lifting may be required.

Revised/Adopted: 8/14/2008