

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Deputy Superintendent	REPORTS TO:	Superintendent of Public Schools
DEPARTMENT:	Office of the Deputy Superintendent	CLASSIFICATION	Certificated Management
FLSA:	Exempt	SALARY GRADE:	Off Schedule
REVISED:	January 13, 2005		

BASIC FUNCTION:

Direct and supervise the Instructional Leaders and assist the Superintendent in directing and administering other significant administrative functions and activities. The Deputy Superintendent acts as the Superintendent in his/her absence.

REPRESENTATIVE DUTIES:

Direct, supervise, and evaluate the Instructional Leaders. *E*

Direct, supervise, and evaluate the administrative mentor program. *E*

Support the Superintendent in leading and coordinating the work of the Chief of Staff and Chief Administrative Officer. *E*

Maintain constant communication and contact with the Superintendent concerning the day-to-day operation of the district. *E*

Serve as a member of the Executive Committee and Executive Leadership Team. *E*

Act in a liaison capacity between the Superintendent and division and department heads, field administrators, employee organizations, other school districts, public agencies, and the public, as directed. *E*

Assist the Superintendent in planning and recommending policies and goals for the operation of the district. *E*

Assist the Superintendent with special studies, projects, investigations, and correspondence. *E*

Represent the Superintendent at meetings of staff and community groups, as requested. *E*

Assist the Superintendent in developing background and information materials for meetings of the Board of Education. *E*

Receive and resolve concerns and answers questions from staff members and the public. *E*

Perform other duties as directed by the Superintendent. *E*

EDUCATION AND EXPERIENCE:

A minimum of ten years experience in school and district leadership. Some experience with all aspects of district organizational functions is essential. Five years experience as head of a major organizational unit in a school district is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Techniques and strategies for managing a large, diverse organization.
District curriculum and school instructional programs.
Principles and techniques of budget preparation and control.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies, and procedures.
Oral and written communication skills.

ABILITY TO:

Provide leadership and direction in the administrative and instructional functions of the district.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Plan and organize programs.
Analyze problems, make decisions, and be responsible for those decisions.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Meet schedules and time lines.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1106

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