

FAYETTE COUNTY PUBLIC SCHOOLS

Assistant Superintendent of Operations Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Operations Department	FLSA STATUS:	Exempt
REPORTS TO:	Superintendent	WORK CALENDAR:	240 Days
SALARY:	Salary based on Fayette County Public School System Educator Salary Scale adjusted for days worked plus position supplement	APPLICATION DEADLINE:	November 7, 2021
		TO APPLY: START DATE:	www.fcboe.org January 2022

SUMMARY: Under the direct supervision of the Superintendent, provides oversight responsibility of the operations of the Fayette County School System

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Supervise Director of Facilities Services; Director of Technology Services; Director of Transportation; Director of Student Services; Coordinator of Safety, Discipline and Athletics; and the Public Information Specialist
3. Coordinate and facilitate internal and external communications
4. Coordinate and lead activities for updating and monitoring the district's improvement plan
5. Advocate for and monitor the implementation of programs aimed at improving the academic performance of culturally diverse students
6. Attend all Executive Cabinet meetings
7. Attend all meetings of the Board of Education
8. Advise the Superintendent from the unique perspective of someone charged with monitoring the district's progress toward enhancing the performance of culturally diverse students
9. Assist the Superintendent in the discharge of duties within the Superintendent's office
10. Meet on a regular basis with community groups, law enforcement and governmental agencies regarding strengthening the relationship with the community and the school system
11. Support Assistant Superintendents regarding management, instructional and support issues
12. Visit schools to observe principals/teachers/classrooms
13. Supervise and support the Community School Program
14. Work closely with parents from different communities who are experiencing problems in schools/community
15. Serve as speaker to different schools for specific programs
16. Serve as a speaker to different community groups, keeping them informed with what's going on with the school system
17. Stay involved in many community forums throughout the school district
18. Ensure the appropriate implementation of the programs under his jurisdiction
19. Responsible for performance evaluation of principals as assigned by the Superintendent
20. Other professional duties and responsibilities as assigned by the Superintendent

REQUIRED QUALIFICATIONS:

Five (5) years' teaching experience

Five (5) years' in educational leadership roles including experience as a building-level principal

Hold or be eligible for certificate in Educational Leadership

Experience in developing and executing long-range plans

Proficiency in administrative technology

Excellent oral, written and interpersonal communication skills

Experience in developing a budget
Knowledge of overall operations of public school systems

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. Frequent sitting, standing, walking, bending, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position

PREFERRED QUALIFICATIONS:

Central Office level experience
Experience in more than one level of P-12 education
Knowledge of state, federal and/or local policies/procedures

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.