

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:	A002	APPROVED (Board):	December 2003
		REVISED:	March 2025; July 2024; September 2022; November 2021; October 2021; February 2018

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 Transportation; Executive Director of Student Services; Director of Safety, Discipline and Athletics; Public Information Officer; Community School; School Health Services
3. Coordinate and facilitate internal and external communications
4. Coordinate and lead activities for updating and monitoring the district's improvement plan
5. Attend all Executive Cabinet meetings
6. Attend all meetings of the Board of Education
7. Assist the Superintendent in the discharge of duties within the Superintendent's office
8. Meet on a regular basis with community groups, law enforcement and governmental agencies regarding strengthening the relationship with the community and the school system
9. Support Assistant Superintendents regarding management, instructional and support issues
10. Visit schools to observe principals/teachers/classrooms
11. Work closely with parents from different communities who are experiencing problems in schools/community
12. Serve as speaker to different schools for specific programs
13. Serve as a speaker to different community groups, keeping them informed with what's going on with the school system
14. Stay involved in many community forums throughout the school district
15. Ensure the appropriate implementation of the programs under his/her jurisdiction
16. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

Five (5) years' teaching experience or related educational 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 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.