



Assistant Superintendent-Auxiliary Services

Exempt

General Definition of Work

The Assistant Superintendent of Auxiliary Services is responsible for assisting the Superintendent with leadership and supervision of all matters pertaining to school district auxiliary services. This position oversees all construction management, facilities, maintenance, transportation, school nutrition services, Kids Plus, and technology, and other divisions of the school district as assigned. The Assistant Superintendent is a member of the Superintendent's Cabinet. Performs responsible services to carry out Board of Education policies and procedures related to a wide variety of programs and activities under the direction of the Superintendent.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary

State Salary Schedule

Reports to

Superintendent

Essential Functions

- Leads, manages and supervises auxiliary programs in the district including Facilities, Technology, Kids Plus, CNP and Transportation.
- Leads, problem solves and coordinates solutions to issues in regard to the operations of the auxiliary programs.
- Supervises staff, manages contracts on behalf of the programs, works with vendors and provides oversight and management to departments.
- Advocates for departmental needs and represents the division both internal to the school district and external with other districts, the State and other agencies.
- Coordinates procurement and contract administration with vendors including issuance of request for proposals and quotes, management of contracts.
- Reviews and approves the division's budgets and approves all expenditures associated with the programs.
- Provides training and continuing education to staff as necessary.

Knowledge, Skills and Abilities

- Knowledge and strong understanding of finance and budget, construction, facilities and grounds maintenance, child nutrition program, school transportation, Kids Plus, and technology.
- Knowledge of bidding, budgeting, and financial management practices.
- Knowledge of school system operations and procedures.
- Strong analytical and organizational skills.
- Excellent oral and written communication skills.

Assistant Superintendent-Auxiliary Services

- Ability to work with a high degree of accuracy.
- Ability to exercise judgment independently in selecting and implementing procedures and analyzing data.
- Ability to establish and maintain an effective working relationship with district staff, board members, and community stakeholders.
- Demonstrated ability to work effectively in a deadline-driven, rapidly changing team environment.

Education and Experience

- Master's degree with coursework in policy, leadership or organization development, or related field and extensive experience working in a teaching environment, working as a principal or other level of school administration, or equivalent combination of education and experience.

Physical Requirements

- This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force.
- Work regularly requires speaking or hearing, frequently requires walking and sitting and occasionally requires standing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting.
- Work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Possess any other certification as required in order to perform the necessary job-related tasks
- Possess and hold a NC Driver's License

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.