



## ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES

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### Position Summary

Assist the Superintendent in the administration of the School District by coordinating and administering the financial operations, human resources, Office of Public Safety and transportation. Serve as a member of the Superintendent's staff in overall District planning and implementation.

### Supervisory Relationships

This position reports directly to the Superintendent. Each responsibility area has a director, assistant director or manager supervised by this position.

### Primary Duties and Responsibilities

1. Serve on the Superintendent's Cabinet.
2. Plan, coordinate and administer the functions of financial operations, human resources, Office of Public Safety, and transportation.
3. Attend school board meetings and board retreats.
4. Assume a key leadership role in the District's Incident Response Plan.
5. Provide the Superintendent with information and data to support recommendations and decisions and inform the Superintendent of matters related to financial decisions, long range planning, and protection and conservation of district assets.
6. Oversee the development and preparation of the annual budget for the District, analyze and review budget and financial data and authorize expenditures in accordance with the adopted budget and established limitation and safeguards.
7. Provide leadership to improve operation efficiencies that assist the district in identifying cost avoidances while minimizing or reducing the impact on educational programs.
8. Interpret and implement District policies as they relate to assigned areas of responsibility.
9. Communicate with other administrators, district support staff and contractors to coordinate activities, and programs, resolve issues and exchange information to assure effective services for the district.
10. Negotiate contracts with vendors such as auditors, bonding agents, financial institutions, legal institutions, and maintenance, operations and insurance companies.

11. Provide for professional growth through active membership and participation in professional organizations; maintain current knowledge of new district/state procedures and legislation related to the position.
12. Work directly with the Superintendent and other staff members to develop skills and practices that will improve the performance of District staff. Assist in identifying staff development standards. Work with administrators in meeting standards for administration related to operation standards.
13. Represent the District at a variety of outside boards and agencies as designated by the Superintendent; serve as the Superintendent's representative at functions and on committees or task forces.
14. Plan, direct and coordinate department work activities; establish appropriate service and staffing levels; assign projects and programmatic areas of responsibility; allocate resources accordingly; review and evaluate work methods and procedures; meet with key staff to provide direction and to identify and resolve problems.
15. Track and communicate legislative initiatives and legal decisions that impact the services of the departments.
16. Responsible for the selection, supervision, and evaluation of assigned staff; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer disciplinary actions; handle sensitive personnel matters and recommend grievance responses.
17. Oversee the development, preparation and submission of reports required by law or requested by federal, state and local governmental bodies.
18. Gather information as needed from the Superintendent, board members, District staff, the public and other sources to prepare reports and recommendations to the board.
19. Serve as a member of the District's collective bargaining team. Ensure that the Superintendent's position is properly represented in negotiation and that the resultant contract is in the mutual interest of both the District taxpayer and representative employees.
20. Complete special projects as assigned, assist administrators with problem identification and solution, mediate disputes, and develop written reports as appropriate.
21. Participate in District-wide decision-making activities and work directly with the Superintendent to identify issues and practices that affect the future of the District.
22. Oversee the distribution of resources to schools through the identification of needs and establishment of priorities.
23. Assist with the school community relations program. Prepare and deliver speeches to community, civic, and educational groups. Provide information and interviews with representatives of the media. Speak to staff, parent, and student-based school groups.

## Qualifications

### Knowledge, Skills, and Abilities:

1. Knowledge of the principles and practices of staff and organizational development.
2. Knowledge of principles and practices of developing staffing plans and schedules for operating schools.
3. Knowledge of pertinent State law and District policy as it relates to schools.
4. Knowledge of the principles and practices of budget preparation and administration.
5. Knowledge of the principles of supervision, training and performance evaluation.
6. Skill in directing professional, technical and administrative support staff.
7. Ability to develop and administer department goals, objectives and procedures.
8. Ability to direct, organize, and coordinate the programs of a large and diverse department.
9. Ability to research, analyze and evaluate new service delivery methods and techniques.
10. Ability to communicate clearly and concisely, both verbally and in writing to community and staff.
11. Ability to establish and maintain effective working relationships with those contacted in the course of work including District administrators, staff, various private and public agencies, the public and other interested groups.
12. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

### Education and Experience:

- Master's degree in education or related field and fifteen years of experience in education, including experience as a school principal and as an administrator in a school district; or any combination of experience and training that provides the required knowledge, skills, and abilities.

### Other Qualifications:

- Oregon School Administration Certificate

ADDITIONAL INFORMATION	
Employee Unit	Executive
Pay Grade	Assistant Superintendent
Approved by	Cydney Vandercar – Superintendent
Last revised	March 15, 2021