

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
DEPUTY SUPERINTENDENT

1. SERVICE DELIVERY

- _____ 1. Supervise the overall operation of the School District including instructional, transportation, facilities, personnel, and food service.
- _____ 2. Supervise the Management Information Services Department.
- _____ 3. Assist the Superintendent in the preparation of the School Board agenda, including preparation of agenda items.
- _____ 4. Oversee the updating of School Board policy.
- _____ 5. Oversee collective bargaining activities, including negotiations, contract management, and legal proceedings.
- _____ 6. Assume responsibility for all FTE audits, surveys and reports, including instructional applications, annual estimates, and collection and analysis of data.
- _____ 7. Review and analyze contracts and agreements with other agencies or institutions.
- _____ 8. Handle student discipline including expulsions and hearings.
- _____ 9. Handle grievances in accordance with established policies and collective bargaining agreements.
- _____ 10. Conduct investigations in matters of possible violations of the Professional Code of Ethics and make recommendations to the Superintendent regarding appropriate action.
- _____ 11. Direct and monitor the processing of leave requests in accordance with law, rule, School Board policy, and collective bargaining agreements.

2. INTERAGENCY COMMUNICATION AND DELIVERY

- _____ 12. Coordinate regularly scheduled principals' meetings and / or staff meetings.
- _____ 13. Maintain regular liaison with the Department of Education and other agencies related to collective bargaining and other areas of responsibility.
- _____ 14. Assist in the interpretation of programs, philosophy, law, rules, and policy to staff, students, and the community.
- _____ 15. Work closely with District and school personnel to ensure information exchange, coordination of efforts, and support for the decision-making process in the District.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 16. Maintain thorough and current knowledge and information files of state laws, regulations, proposed legislation, and labor relations cases.
- _____ 17. Participate in workshops, conferences, meetings, and professional reading to keep current and well-informed about trends and changes in areas of responsibility.
- _____ 18. Coordinate inservice training for management in contract administration and grievance procedures.
- _____ 19. Assist others, including new administrators, in their professional growth, and development.

4. SYSTEMIC FUNCTIONS

- _____ 20. Assist in the development of administrative guidelines.
- _____ 21. Assist in the development of policies.
- _____ 22. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- _____ 23. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- _____ 24. Assist the Superintendent in organizational analysis and development.
- _____ 25. Assist in the preparation of the District budget.

DEPUTY SUPERINTENDENT (Continued)

- _____ 26. Act for the Superintendent in his / her absence.
- _____ 27. Report on the status of District programs and services at the request of the Superintendent.
- _____ 28. Perform other duties as assigned.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 29. Model high standards of professional conduct.
- _____ 30. Assist the Superintendent in the formulation and implementation of strategic and comprehensive planning.
- _____ 31. Serve on the Superintendent’s Executive Leadership Team.
- _____ 32. Demonstrate a proactive orientation to identifying potential problems and taking appropriate action.
- _____ 33. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- _____ 34. Facilitate problem-solving by individuals and groups.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 35. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 36. _____
- _____ 37. _____
- _____ 38. _____
- _____ 39. _____

7. ASSESSMENT AND OTHER SERVICES

- _____ 40. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 41. The accurate and timely filing of all school reports.
- _____ 42. The completion of required professional development services.
- _____ 43. _____
- _____ 44. _____

DEPUTY SUPERINTENDENT (Continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)