

Posted: August 12, 2022

Certified Position:

Assistant Superintendent – Central Office

Qualifications:

Please review the attached job description for qualifications.

Salary:

Salary range effective 10/1/20 - \$94,042.00-\$140,576.38

Application Procedure:

You may apply by completing the following application and submitting it to:

Dr. Tim Guinn  
Satsuma City Board of Education  
P. O. Box 939  
220 Baker Road  
Satsuma, AL 36572  
(251) 380-8190  
tguinn@satsumaschools.com

Current employees should submit a letter of interest.

Deadline:

Minimum of 7 days or until position is filled.

It is the official policy of the Satsuma City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, or age, be denied employment or be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity.



**TRADITION. VISION. INNOVATION.**

Job Title – Assistant Superintendent (HR025)

**Supervisor:** Principal

**FLSA Status:** Exempt

**Job Goals:**

To assist the Superintendent by providing leadership for the overall operation and delivery of services to facilitate the best possible educational programs throughout the school system.

**Minimum Qualifications:**

1. Master's degree from an accredited educational institution.
2. Valid Alabama certification in Educational Leadership or Administration and Supervision.
3. Minimum of five (5) years of administrative/supervisory experience.
4. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
5. Demonstrated ability to effectively lead a school as the chief school administrator.
6. Comprehensive knowledge of current curriculum and instructional practices and trends.
7. Ability to plan and organize effectively.
8. Ability to evaluate the work of others.
9. Demonstrated proficiency in oral and written communication skills.
10. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups, including, but not limited to, students, faculty, staff, parents, and community members.
11. Ability to communicate clearly and concisely, both orally and in writing.
12. Knowledge of school law, policy, and finance.
13. Ability to plan and conduct staff and administrative meetings.
14. Ability to solve problems and facilitate team cohesiveness and productivity.
15. Ability to use and facilitate the use of technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or information.
16. Such alternatives to the above qualifications as the Board may require.

**Performance Responsibilities and Essential Functions:**

1. Assist with supervision of facilities maintenance and management.
2. Assist with Capital Planning and coordination.
3. Assist with Direct At-risk Management and Insurance Procurement Programs.
4. Assist with performing duties of primary central office staff in the absence of filled personnel positions.
5. Serve as Title IX Coordinator.
6. Assist with supervision of the accounts payable and budgeting process.
7. Assist in writing bid specifications for system purchases and programs.
8. Write proposals for grants in the areas of technology, Children First, community education, At-risk, Driver Education, school safety or other as identified.
9. Assist with Comprehensive Safety and Crisis Management Plans and protocols.
10. Assist in developing and monitoring the system's Strategic Plan.
11. Assist in planning and execution of facilities renovation and building projects.
12. Resolve parent, student, and personnel problems as needed.



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13. Serve as supervisor of principals.
14. Attend Board meetings and submit reports/documents as required by the Superintendent and the Board.
15. Provide information and advice to the Superintendent regarding the effective and efficient operation of schools.
16. Stay well informed about current trends in education.
17. Assist in the development of policies.
18. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
19. Prepare all required reports and maintain all appropriate records.
20. Serve on the Superintendent's Advisory Councils.
21. Represent the system in various community and Board committees and activities.
22. Assist the Superintendent in establishing and maintaining effective communication with schools and the community.
23. Perform other tasks consistent with the goals and objectives of this position.
24. Provide effective leadership in planning, developing, implementing and evaluating the instructional program of all grade levels.
25. Assists the Superintendent in securing, maintaining and managing material resources.
26. Attends and assists with supervision of school system activities, events, ceremonies, and conferences as needed.
27. Assumes overall responsibility for the school district in the absence of the Superintendent.
28. Models and maintains high ethical standards.
29. Demonstrates initiative in the performance of assigned responsibilities.
30. Responds to inquiries and requests in a timely and positive manner.
31. Maintains confidentiality in accordance with state and federal law.
32. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
33. Engages in professional growth and demonstrates professional ethics and effective leadership.
34. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
35. Performs any other job-related duties as assigned by Supervisor(s).

**Terms of Employment:**

As established by the Board and applicable state law.

**Evaluation:**

Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.