

JOB TITLE

Deputy Superintendent

REPORTS TO: Superintendent of Schools

DEPARTMENT: Instruction

JOB DESCRIPTOR: K02

SCHEDULE: ND

DATE: July 1, 1993

NON-EXEMPT: X

NATURE AND SCOPE OF JOB:

To act under the general direction of the Superintendent of Schools to provide leadership in developing and maintaining instructional programs; to coordinate, organize, and perform duties dealing with instruction, supervision, curriculum, assessment, and professional development.

JOB FUNCTIONS:

ESSENTIAL FUNCTIONS:

1. Supervises and evaluates all instructional programs.
2. Supervises or causes to have supervised all instructional staff.
3. Evaluates or causes to have evaluated all instructional staff annually.
4. Assists in the development and coordination of professional development programs for all instructional staff.
5. Reviews and recommends all instructional program budgets.

OTHER FUNCTIONS:

1. Assumes duties of Superintendent when Superintendent is out of the district.
2. Assists in the review, development, and recommendations of board policy.
3. Represents the district at various professional meetings.
4. Works to develop a positive public relationship between the school district and the community.
5. Reviews and analyzes various data to enhance facilitation for general instructional improvement continually.
6. Performs other duties as specified by the Superintendent of Schools.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

- Knowledge of Wyoming Education Code and rules and regulations governing public schools in Wyoming.
- Knowledge of and application of appropriate supervision models of personnel.
- Knowledge of computerized instructional programs on the IBM System AS400.
- Knowledge of school district financing model as prescribed by Campbell County School District.
- Ability to remain current and interpret legal decisions impacting the area of employability.
- Ability to develop, review, and analyze a variety of instructional data.
- Ability to work with various personality types.
- Ability to follow and successfully complete written and oral directions.
- Ability to communicate clearly and positively with various publics of education community.
- Ability to calculate with a high degree of accuracy.
- Possess the visual acuity, aided or non-aided, to read and accurately interpret technical reports.
- Possess sound emotional judgement.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING

- Master's Degree from an accredited college or university.
- Teaching and administrative experience.
- Proper certification issued by Wyoming Department of Education for position of Associate Superintendent.
- Such alternatives as the Board of Trustees of Campbell County School District may deem acceptable and appropriate.

EQUIPMENT USED:

Photocopy Machine	Computer
Video Recorder/Player	Adding Machine/Calculator
Dictaphone/Audio Recorder	Typewriter
Telephone	

PHYSICAL DEMANDS:

- Possess visual acuity and stamina to work at a computer monitor for various portions of the day.
- Possess sufficient strength to lift objects of up to 50 pounds and relocate them up to 50 feet.

ENVIRONMENTAL DEMANDS:

- Air conditioned building.
- Occasional exposure to weather extremes.

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