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| <b>Title:</b>                  | Associate Superintendent |
| <b>Reports to:</b>             | Superintendent           |
| <b>Terms of employment:</b>    | 12 Months                |
| <b>Salary:</b>                 | State Salary             |
| <b>FLSA Exempt/Non-Exempt:</b> | Exempt                   |

### **Nature of Work**

The Associate Superintendent is responsible for assisting the Superintendent with leadership and supervision of all matters pertaining to the school district. The Associate Superintendent is a member of the Superintendent’s Senior Staff. The Associate Superintendent performs responsible service to carry out Board of education policies and procedures related to a wide variety of programs and activities under the direction of the Superintendent.

### **Qualifications and Licensure**

- Doctorate Degree in Educational Leadership, preferred
- Master’s degree in School Administration, required
- N.C. Administrator’s Certificate or equivalent combination of education and experience
- Five to ten years of progressively responsible experience in public personnel administration, including five years in a supervisory capacity
- Other qualifications as the Superintendent and Board may find appropriate

### **Duties and Responsibilities**

- Acts on behalf of the Superintendent during their absence to ensure uninterrupted leadership and effective communication with staff, families, and community stakeholders.
- Oversees the Instructional Services and Administrative Services departments and mentors staff in each department.
- Assists the Senior Leadership in developing annual plans and budgets to ensure that they are aligned with the business strategy and integrated into the planning and budgeting processes.
- Informs and advises the Board about the programs, activities, practices and concerns within the schools and regarding personnel.
- Coaches, supervises and evaluates principals to guide their vision, set priorities, and develop long- and short-range plans.
- Leads the development of the Wilson County Schools Strategic Plan, monitors the respective action plans and provides feedback regularly that contributes to the organizational objectives of delivering innovative initiatives around human resources, organizational culture, employee development and people management.
- Compiles data from a variety of internal and external sources for the purpose of analyzing issues, compliance with policies and practices, setting goals, and monitoring programs and initiatives.
- Leads the development and revisions of District policies, regulations, and supporting forms.
- Serves as a liaison between the District and community and civic organizations.
- Stays abreast of state and federal changes and implements locally.

- Facilitates and monitors professional development to principals and assistant principals that fosters an understanding of the District's priorities.
- Prepares and delivers written and oral presentations on behalf of and to the Board of Education, Superintendent, principals, teacher, parents and community groups; attend regular meetings of the Board; conduct meetings, attend other related meetings.
- Supervises staff members within the Human Resource Services Department and is responsible for specific operational functions, setting performance management for the implementation of evaluation standards and objectives, evaluating performance, and recommending employee compensation actions in collaboration with the Finance Department.
- Develops and drives the implementation of a clear strategy for the District's efforts to attract, hire and retain the highest quality talent for its schools, department and central office teams.
- Collaborates with Senior Leadership to develop and align long- and short-term plans that will ensure a strong talent pipeline, skilled workforce, and will ensure that processes and policies support the attraction, development, and retention of Wilson County Schools' talent.
- Develops and monitors the HR Department budget and related expenditures in accordance with WCS Board policies.
- Supervises and conducts personnel administration duties for direct report subordinates, including hiring and dismissal, evaluating, assigning special projects, monitoring attendance and travel reports and granting leave.
- Assigns and transfers employees as the interest of the school system may dictate.
- Oversees and maintains the division's human resource information systems and technologies that support the functions of the Human Resource Services Department to effectively meet day-to-day operational requirements and Wilson County Schools' overall strategic human resources goals.
- Oversees the hiring and termination of employees in Wilson County Schools in accordance with WCS Board policies.
- Follows all rules, policies, and procedures of Wilson County Schools, along with state and federal regulations.
- Performs other duties and responsibilities as requested by the Superintendent.

**Physical Requirements (if applicable)**

- 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 fingers, stooping, kneeling and lifting.
- Work requires preparing and analyzing written or computer data.
- Work has standard vision requirements.
- Hearing is required to perceive information at normal spoken word level.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instruction to others accurately, loudly or quickly.

**Special Requirements (if applicable)**

- Thorough knowledge of the philosophies, principles, practices and procedures of public school administration.
- Thorough knowledge of educational trends, developments, and techniques that relate to the assigned function areas.
- Thorough knowledge of administrative, managerial, and supervisory practices and techniques.
- Thorough knowledge of the organization and current operations of the school system.
- Thorough knowledge of the procedures of the County Board of Education and the State Department of Public Instruction.
- Thorough knowledge of funding sources and mechanisms for public schools.
- Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules and regulations.
- Ability to make administrative decisions in accordance with laws, ordinances, regulations and school system policies and procedures.
- Ability to analyze and interpret policy and procedural guidelines, and to formulate, develop and present recommendations to resolve problems and questions.
- Ability to maintain department standards and procedures.
- Ability to organize workflow and coordinate activities.
- Ability to establish and maintain effective working relationships and to exercise sound independent judgment in planning, directing, and coordinating the work of a technical and professional staff.
- Ability to provide leadership in the planning, development and establishment of new, modified and/or improved programs, services and activities.
- Ability to analyze technical data and to prepare clear and concise reports based on it.
- Ability to research data and to compile narratives or reports from information gathered.
- Ability to express ideas effectively both orally and in writing.
- Ability to make oral presentations before large or small audiences.

**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 of this job.