

Assistant Superintendent Central Office Administrator Job Description

Please note: This job description is one of several adopted by the State Board of Education between 1984 and 1987 and was designed to correspond with the evaluation instrument. Local school systems can and often do modify the job descriptions to meet their individual needs. Please contact the [school system](#) in which you are interested for a finalized job description.

POSITION: Assistant Superintendent

REPORTS TO: Superintendent or Designee

SUPERVISES: Administrative, Instructional, and Support Personnel

PURPOSE: To provide leadership in assuring the accomplishment of the school system's on-going goals and objectives.

MAJOR FUNCTIONS:

LEADERSHIP

The assistant superintendent provides leadership in establishing system-wide goals, assists in the development of a comprehensive program plan, effectively communicates with staff and community and in the planning for professional development of self and staff.

ADMINISTRATION/SUPERVISION

The assistant superintendent coordinates, facilitates, manages and supervises activities of staff and reports on the status of services.

PERSONNEL

The assistant superintendent develops and coordinates personnel policies and procedures and organizes the recruitment and employment of personnel.

BUDGETING

The assistant superintendent assists in the preparation of budget and administers budget in accordance with required procedures.

SYSTEMS RESOURCE ACCOUNTING

The assistant superintendent maintains accurate and current inventories of equipment, materials, and supplies in accordance with required procedures.

POLICY DEVELOPMENT AND IMPLEMENTATION

The assistant superintendent assists in the development and implementation of policies and provides leadership in assessing personnel.

PROGRAM IMPLEMENTATION AND EVALUATION

The assistant superintendent implements and evaluates the planned program.