

# Plainview-Old Bethpage CSD

## Assistant to the Superintendent

**Title** ASSISTANT TO THE SUPERINTENDENT

**Department(s)** Central Administration

**Reports to** Assistant Superintendent for Business and Superintendent of Schools

### **Qualifications:**

- State Education Department Certification - SDA (School District Administrator)
- Minimum of three years administrative experience

### **Terms of Employment:**

- 12 month employee
- Terms and Conditions determined by the Board of Education

### **Performance Responsibilities:**

The Assistant to the Superintendent is a member of the Superintendent's Cabinet and reports both to the Assistant Superintendent for Business and the Superintendent of Schools. The administrative oversight provided by this Cabinet-level administrator involves a number of district-wide responsibilities and allows for educational services and instruction to take place in the safest and healthiest environment possible. The Assistant to the Superintendent has the authority to review and approve educational program allocations and budget requests from principals, directors, and department chairs, before making recommendations directly to the Superintendent of Schools. This administrator develops, implements, and oversees district-wide training, policies, and practices in accordance with federal, state, local, and Board of Education guidelines. In addition, this administrator supervises records retention for all areas pertaining to transportation operations, health, and safety. Under the general supervision of the Superintendent of Schools and Assistant Superintendent for Business, this Cabinet-level administrator carries out all duties and responsibilities as assigned. The percentages (i.e. Personnel Management and Supervision, 50%) outlined below and on the next page for each major area of authority are meant to indicate the approximate amount of time spent in each area.

**Personnel Management and Supervision (50%):** The Assistant to the Superintendent works to recruit, supervise, and evaluate both certified and classified personnel.

- Conducts classroom observations and evaluations of certified health education teachers in accordance with the District's approved APPR Plan. This administrator serves as a Lead Evaluator of teachers as designated by Commissioners Regulations Section 30-2.9.
- Supervises the elementary health curriculum and middle school lunch/recreation program.
- Oversees and evaluates the District's security force.
- Monitors, supervises, evaluates and counsels a staff of approximately 100 employees.

**Budgeting, Financial Planning, and Analysis (20%):** The Assistant to the Superintendent works closely with the Assistant Superintendent for Business to oversee and manage the financial affairs of the district that fall under his/her authority and supervision.

- Coordinates preparation of budget in areas of authority, and assists key administrators in review of their budgets to ensure the support of safe and secure schools and the attainment of high educational and instructional goals.
- Makes staffing and bus routing recommendations directly to the Superintendent and Superintendent's Cabinet.

- Conducts research and analysis as directed by the Superintendent and Superintendent's Cabinet (i.e. demographic studies) to support Board of Education goals.

**School Community Relations (5%):** The Assistant to the Superintendent works to maintain open lines of communication with the local and state communities.

- Serves as the district liaison to local and state emergency responders.
- Manages our district-to-community communication tool (SchoolMessenger).

**In-Service Training (10%):** The Assistant to the Superintendent organizes and directs a program of in-service training aimed at increasing the skills of personnel.

- Oversees safety meetings and recommends educational training sessions and programs to the Superintendent and Superintendent's Cabinet.
- Provides instructional support and educational training through the district-wide Health Advisory Committee. This committee is comprised of administrators, teachers, various staff members, and parents.
- Ensures Annual Right to Know, blood borne pathogen and other risk management related training for all district employees.
- Plans and executes safety programs and trainings to insure continual awareness of all safety requirements.

**Operations and Special Projects (15%):** The Assistant to the Superintendent works collaboratively with central office, school administrators and other personnel to ensure safe, efficient, and compliant operations of the District. He/she periodically reports directly to the Board of Education, Superintendent, and Superintendent's Cabinet on the status of District operations and special projects.

- Oversees our nursing and health staff to develop emergency health response plans for situations such as MRSA, pandemic flu, etc.
- Responsible for developing, articulating, and implementing security and safety plans, protocols, and procedures for the district.
- Develops and administers policies and procedures to assure district-wide compliance with federal, state and local regulations regarding environmental health hazards such as asbestos management, chemical storage and personal protective equipment.
- Supervises building condition surveys and fire inspections.
- Provides guidance and recommends procurement of safety and health equipment and protective devices in order to enhance the educational programs in the district.
- Directs the operations of the transportation department and insures that all district students are transported in compliance with all State and County regulations.
- Attends unemployment and Worker's compensation hearings as needed on behalf of the district.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Additional information**

HR use only	
FTE	1.0
Salary/Stipend	As per Terms and Conditions
Last revised	12/2/13 (with BOE)

