

Newburgh Enlarged City School District
Job Description

TITLE:	Deputy Superintendent
---------------	------------------------------

REPORTS TO:	Superintendent of Schools
--------------------	---------------------------

QUALIFICATIONS:	<ol style="list-style-type: none"> 1) NYS SDA or SDL certification. 2) Master's Degree required. 3) Five to seven years of teaching experience. 4) 3-5 years Central Office level administrative experience required. 5) Experience working with high need low performing school districts required.
------------------------	---

JOB GOAL:	<p>To ensure a highly skilled, diverse workforce will prepare our students to walk across Academy Field.</p> <p>To implement a comprehensive strategic plan with short and long term indicators for success.</p>
------------------	--

DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1) Assumes full responsibility, comprehensive oversight and leadership for the Division of Human Resources. 2) Serves as the liaison between the Finance Division and the Division of Human Resources. 3) Coordinates the planning and implementation of policies relating to all phases of human resource management. 4) Leads the planning for selection and assignment of best-qualified teachers and all personnel. 5) Monitors the process of investigations involving alleged misconduct by district employees, equal employment opportunity complaints, and child abuse investigations. 6) Maintains good public relations with parents, businesses, and community groups to provide information and receive feedback, and represent schools at district-level functions as needed. 7) Facilitate solutions for areas of responsibility and identify discrepancies between goals and current status in order to stimulate achievement and provide support for assigned departments. 8) Coordinate the recruitment and selection process and placement of administrative and instructional personnel; participate in the transfer or assignment of personnel and programs between/among schools; assist with organizational analysis and development.
DUTIES AND RESPONSIBILITIES: (continued)	

- | | |
|--|--|
| | <ul style="list-style-type: none">9) Work with legal staff on personnel and other related matters as appropriate.10) Provide input for the preparation of collective bargaining negotiations.11) Serves in the absence of the Superintendent as the Chief Administrative Officer of the District.12) Attends Board meetings and presides over such other meetings as the Superintendent designates.13) Assists in the preparation and administration of the district's budget.14) Serves as staff liaison to various Board of Education Committees as assigned.15) Assists the Superintendent in the Evaluation of Central Office Staff.16) Facilitate the development and implementation of a 3-5 year comprehensive education plan for the district.17) Creatively and strategically leads the school district in identified areas of challenge.18) Works formatively with building principals on personalized professional development goals.19) Writes administrative evaluations that hold leaders accountable for student achievement results.20) Uses appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.21) Sets high standards of performance for self and others.22) Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment actions.23) Ability to formulate ideas and communicate effectively.24) Knowledge of effective adult learning strategies.25) All other duties as assigned by the Superintendent of Schools. |
|--|--|