



INTERIM DEPUTY SUPERINTENDENT

SUMMARY/SCOPE/GOAL

To serve as Acting Superintendent in the absence of the Interim Superintendent and assume all the duties and responsibilities of the Superintendent. The Interim Deputy Superintendent will serve as a staff officer to the Interim Superintendent including, but not limited to, keeping him/her informed as to all academic functions of the District. The Interim Deputy Superintendent will recommend changes in policy and practice in assigned areas of supervision. The Interim Deputy Superintendent will direct activities of the district in compliance with law, policy and regulations in a manner that best serves families and students.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's degree from an accredited institution of higher education.
- Five (5) years' experience with increasing levels of responsibility in directing program development, implementation, and management.
- At least five (5) years successful experience in an educational management position or principalship.

PREFERRED/DESIRED:

- Doctorate degree preferred

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Serve as Acting Superintendent in the absence of the Interim Superintendent, as requested.
2. Organize staff functions and monitor progress among academic divisions in assigned areas.
3. Administer overall executive authority and direct supervision to the assistant superintendents overseeing academic functions.
4. Advise and counsel with the Interim Superintendent on all areas of responsibility and recommend action.
5. Evaluate and assist in the improved professional performance of those supervised.
6. Recommend the establishment, organization, and operation of services as needed to provide optimal services for all children in the District.
7. Coordinate and facilitate communications with federal, state, county, and local agencies, as appropriate.
8. Recommend to the Interim Superintendent procedures whereby stakeholders are adequately informed of the educational programs, needs, and objectives of public education within the District.
9. Recommend procedures for implementing and maintaining a system of school improvement and education accountability as provided by statute and state rules.

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10. Make decisions and perform all tasks in accordance with the District's vision and mission.
11. Ensure compliance with Board rules and applicable federal laws and regulations.
12. Perform any other related duties as assigned by the Superintendent.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Demonstrated knowledge of the Florida Administrative Code; ability to analyze data; ability to make logical recommendations and/or decisions based on accurate information; demonstrated knowledge of school improvement processes, knowledge of academic functions; ability to communicate orally and in writing; ability to use high level interpersonal skills in order to maintain effective working relationships; possess skills related to problem solving, planning, supervision, organizing, and scheduling; ability to handle highly sensitive personnel matters in a timely and professional manner. Be aware of the latest research in areas of program responsibility. Must be computer literate.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

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TRAVEL:

Travel between sites occasionally. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	Superintendent/Board/Legal	DEPARTMENT:	Superintendent
TITLE CODE:	tbd	CONTENT BY:	Interim Superintendent
GRADE:	EXEC	COMPENSATION:	Interim Superintendent
UNIT:	EXEC	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	01/24/23	CLASSIFICATION:	Karyle Green Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	1/24/23	Developed	

The above information on this 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 assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.