



EXCELSIOR SPRINGS

SCHOOL DISTRICT

— *Together, Achieving Excellence* —

Job Description

POSITION TITLE: Deputy Superintendent
F.L.S.A. Exempt Professional
REPORTS TO: Superintendent of Schools

QUALIFICATIONS:

1. A minimum of three years teaching experience.
2. Principalship and district office experience preferred.
3. A doctorate in Educational Administration/Leadership preferred.
4. Administrative certification required with Superintendent certification preferred.

MAJOR POLICY RESPONSIBILITIES:

1. Human Resources
2. Compliance Officer
3. Communications
4. Transportation
5. Business Operations
6. Perform all other duties and responsibilities as assigned by the Superintendent of Schools.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Direct recruitment activities for classified and certified staff.
2. Maintain district personnel files for all employees.
3. Maintain and submits appropriate records and reports to federal and state agencies.
4. Monitor class size status and recommends solutions to the superintendent.

5. Participate with district strategic planning processes.
6. Ensure training and compliance of federal, state, and local laws and policies related to OCR, Wage and Hour, FLSA, MCHR, etc.
7. Submit Core Data as assigned by the Superintendent.
8. Manage the staffing of Summer School.
9. Interpret existing personnel policies and contractual agreements.
10. Provide salary and benefit information for employees.
11. Screen and process employment applications of candidates.

OTHER PERFORMANCE RESPONSIBILITIES:

1. Maintain current job descriptions.
2. Maintain District website and social media outlets.
3. Manage the transportation contract.
4. Oversee Accounts Payable and Receivable duties.
5. Serve on the cabinet.
6. Other duties as assigned by the Superintendent.