

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut
JOB DESCRIPTION

I. JOB TITLE: Deputy Superintendent

II. CERTIFICATION/QUALIFICATIONS: Minimum of eight years of successful experience in education and administration. Some administrative experience at the central office level is preferred. Experience at the secondary level is essential.

Requires Connecticut certification as an Intermediate Administration or Supervision (092); Connecticut certification as a Superintendent (093) preferred.

III. WORK YEAR: 12 Months

IV. REPORTS TO: Superintendent of Schools

V. JOB GOALS:

- Responsible for the implementation of District and School Improvement Plans.
- Supervises and evaluates administrative staff and principals as determined by the Superintendent.
- Assists with the direction and implementation of all operational programs, business services, staff development and curriculum implementation.
- Assists in aligning general education and Special Education in issues of curriculum, assessment, staffing, budgeting, resources, professional learning, and expectations.
- Assumes responsibility for the operation of the school district in the absence of the Superintendent.
- Key member of the Central Office Leadership Team.

VI MAJOR RESPONSIBILITIES:

A. Supervision and Evaluation

1. Assumes responsibility for the evaluation of administrators as determined by the Superintendent of Schools
2. Conducts regularly scheduled conferences with the School Principals or High School Headmasters.
3. Conducts regularly scheduled meetings with the Executive Directors, Elementary Program Leaders, Secondary Program Leaders, and Curriculum leadership to ensure coherence in the implementation of School and District Improvement Plans.
4. Provides supervisory support and advice to administrators.
5. Works with all school administrators to assist them in the operational and administrative activities, with particular emphasis on implementation of Board of Education Policy.

6. Visits classrooms either upon the request of teachers and administrators or at one's own initiative.
7. Ensures effective implementation of the supervisory protocol PK-12.

B. Operations

1. Assists all administrators in the implementation of district operations.
2. Advocates district initiatives and protocols which promote an optimal learning environment.
3. Works cooperatively with all Directors and school administrators to articulate the district's educational program to the community and parents.
4. Supervises the Director of Innovation in making sure that all state mandated testing and assessment is compliant.

C. Staff Development

1. Collaborates with district administrators to ensure staff receive appropriate professional learning
2. Provides professional learning for administrators as needed.
3. Coordinates the district professional development calendar and oversees all professional learning initiatives and budgets with Directors, Principals, and District Leadership.

D. Administration

1. Serves on system-wide committees and special study groups as required.
2. Coordinates all reports and records pertaining to the instructional programs.
3. Attends Board of Education meetings and work sessions, serves as resource to the Policy and other subcommittees of the Board of Education
4. Leads special projects at the district level as requested by the Superintendent.
5. Makes decisions and gives counsel as requested by administrators on the daily operation and implementation of Board of Education Policy.
6. Assists in the development and implementation of the system's operating budget.
7. Serves as a key member of the emergency operations team at the Central Office.

8. Develop and Implement Fairfield Public Schools' Racial Imbalance Plan.
9. Serves as a resource consultant to lay committees as requested.
10. Coordinates activities and interests of community agencies who may participate in various aspects of all district initiatives.
11. Serves as the Superintendent's designee to resolve/hear parent or community complaints not resolved at lower levels of the school system.
12. Reviews requests for out of district placements and issues decisions in accordance with district regulations and expectations.
13. Performs other duties as requested by the Superintendent.