

FAIRFIELD PUBLIC SCHOOLS
Fairfield, Connecticut

I. JOB TITLE: Deputy Superintendent of Schools

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 Middle School Principals or High School Headmasters (as determined by the Superintendent)
- Assists with the articulation and direction of all instructional programs, teaching practices, staff development and curriculum implementation
- Supervises and evaluates the Manager of Technology and leads all aspects of the District Technology Program (instructional, operational, training and communication)
- 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 Middle School Principals or High School Headmasters and the Manager of Technology
2. Conducts regularly scheduled conferences with the Middle School Principals or High School Headmasters and Manager of Technology
3. Conducts regularly scheduled meetings with the Directors of Elementary Education, Secondary Education and Director of Pupil Services to ensure coherence in the implementation of School and District Improvement Plans

4. Provides supervisory support and advice to middle school or high school administrators and the Manager of Technology and, when needed, evaluates staff at the site as a support service to the administrators of the Manager of Technology
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

B. Curriculum

1. Assists all administrators in the implementation of the district curriculum
2. Advocates instructional activities and assessment protocols which promote an optimal learning environment
3. Works cooperatively with the Directors of Elementary and Secondary Education and school administrators to articulate the district's educational program to the community and parents

C. Staff Development

1. Collaborates with district administrators to ensure staff receive appropriate professional learning
2. Provides professional learning for administrators as needed

D. Administration

1. Serves as the District Test Coordinator for all state assessments and works with the Manager of Technology, Directors and school administrators to administer assessments for the district
2. Attends Board of Education meetings and work sessions; serves as advisor and resource person to the Policy Committee
3. Serves on system-wide committees and special study groups as required
4. Coordinates all reports and records pertaining to the instructional programs
5. Leads special projects at the district level as requested by the Superintendent
6. Makes decisions and gives counsel as requested by administrators on the daily operation and implementation of Board of Education Policy

7. Assists in the development and implementation of the system's operating budget
8. Serves as a key member of the emergency operations team at the Central Office
9. Supports the district registrars in the enforcement of Board of Education Policy
10. Works closely with the district's legal counsel to ensure effective implementation of Board of Education Policy, Freedom of Information Act and Family Education Rights and Privacy Act
11. Serves as a resource consultant to lay committees as requested
12. Coordinates activities and interests of community agencies who may participate in various aspects of all district initiatives
13. Serves as the Superintendent's designee to resolve/hear parent or community complaints not resolved at lower levels of the school system
14. Serves as the Superintendent's designee on cases of student expulsions
15. Performs other duties as requested by the Superintendent