

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Deputy Superintendent for Support Services

Job Description

July 2018

Reports to: Superintendent of Schools

Status: Exempt

Term: 226 Days

Primary Purpose:

Provides leadership to ensure the District operates efficiently and effectively. Provides guidance to the District's administrators regarding laws and policies that affect District operations. Serves as the primary central administrative contact for persons with concerns and complaints about the District.

Qualifications:

Education/Certification

- Master's degree in Educational Administration or related educational field, required
- Certified Professional Development and Appraisal System (PDAS) appraiser, required
- Certified Texas Teacher Evaluation Support System (TTESS) appraiser, required by 12/2016

Special Knowledge/Skills

- In-depth understanding of all facets of school district operations
- Ability to evaluate State and federal directives to recommend appropriate actions to be taken by the District
- Ability to communicate District issues and negotiate proposed solutions to State and federal education agencies
- Experience in preparing and managing budgets and personnel
- Strong communication, public relations, and interpersonal skills
- Ability to function as a member of a high-performing team

Experience

- Minimum of three years of successful teaching experience required. Teaching experience at multiple levels preferred.
- Minimum of five years of successful experience in school district leadership positions required. Experience in multiple departments of school operations preferred.
- Experience as a campus principal preferred.
- Experience in writing, editing, and interpreting District policy, regulations, and procedures strongly preferred
- Experience in interpreting State and federal laws and regulations strongly preferred

Major Responsibilities and Duties:

Policy Management

1. Receives, manages, distributes and interprets policy updates as received from the Texas Association of School Boards (TASB) to appropriate personnel.
2. Annually reviews all local policies to ensure alignment with legal policies and recommends changes to policies for approval by the Board of Trustees.

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3. Writes local policy as required to efficiently and effectively operate the District. Submits such policies to TASB for review and recommends same for approval by the Board of Trustees.
4. Maintain the District's administrative regulations manual and annually reviews and recommends updates to the Superintendent for approval. Serves as the primary author for administrative regulations.
5. Works on as as-needed basis with the District's legal counsel to ensure compliance with local, State, and federal laws, local and legal policies, and administrative regulations.

Administrative Management

1. Serves as the Superintendent's designee in the grievance processes supported by District policies FNG and GF.
2. Supervises the Student Data-PEIMS Office.
3. Works with School Liaison Officers to provide security for all District campuses and facilities.
4. Supervises Homeless Facilitator and Social Workers.
5. Completes and submits grant application for McKinney-Vento Act.

Budget

1. Develops and administers budgets as required.

Personnel Management

1. Evaluates job performance of personnel as required.
2. Assists with the recruitment, retention, and assignment of campus and central personnel as required.
3. Provides leadership, direction, and guidance to District nurses.
4. Provides direct supervision and formative/summative appraisal for personnel under this job authority.
5. Serves as a second appraiser upon request.
6. Assists with the recruitment, selection, and retention of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

Organizational Culture

1. Communicates openly with all patrons, students, and employees of the District.
2. Works with and for others to create a culture that supports risk-taking and that provides protection from adverse consequences.
3. Assists principals and other administrators in their efforts to run efficient and effective schools by serving as a resource person and problem-solver.

Professional Growth and Development

1. Seeks opportunities for personal professional growth that align with the District's beliefs, vision, and mission and assigned job function.

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2. Provides counsel to the Superintendent of Schools and other central office educators in the design and delivery of professional learning opportunities for District faculty and staff based on identified needs.

Other Duties

1. Participates fully in the development and implementation of the District's efforts to design a student-centered directional system.
2. Attends and is visible at campus, District, and community functions to support the efforts of students, staff, and patrons.
3. Attends all meetings of the Texas City ISD Board of Trustees.
4. Serves as the administrator for the District's Limited Open Enrollment (LOE) and Employee Transfer programs.
5. Oversees and coordinates the updates of all District policy and procedure handbooks.
6. Performs other duties as assigned by the Superintendent of Schools.
7. Leads District decision-making committee (QuEST) meetings each month.
8. Leads District School Health Advisory Committee (SHAC) meetings 4 times a year.
9. Works with district and countywide alternative placement programs.
10. Other duties as assigned.

Working Conditions:

Mental Demands

Effective communication (both oral and written); ability to interpret policy, procedures and data; coordinate District functions; ability to function in stressful situations.

Physical Demands/Environmental Factors

Frequent District-wide travel; some regional and State-wide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____