

VICKSBURG WARREN SCHOOL DISTRICT

TITLE: Associate Superintendent
REPORTS TO: Deputy Superintendent
APPROVAL DATE:

JOB GOAL

Provides leadership and operational oversight for administrative departments, District Compliance and Student Support Services

SUPERVISORY RESPONSIBILITIES

Develop, direct, and oversee the day to day operations and personnel of the administrative departments of Child Nutrition, Communications, Maintenance, Technology, Safety and Transportation. Perform responsible confidential investigative activities pertaining to violations of criminal and infractions of school board policies by students and or employees as well as violations of the Mississippi Code of Ethics by employees. Translate the District's educational philosophy, goals and objectives in active terms that directly benefits students and employees. Oversee all areas of local, state and federal compliance collection and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the Administrative team of Child Nutrition, Communications, Maintenance, Technology, Safety and Transportation.
- Utilizes data to modify programs and services and prepares recommendations for the Superintendent.
- Facilitates an integrated management system that includes policies, procedures and processes aligned to the overall mission, as it pertains to administrative departments within the division regarding professional standards and student support services relative to transitions, student conduct and hearings.
- Supervises and assists with the development of annual budgets for each department within the division.
- Analyzes and interprets data, identifies trends and recommends corrective actions based on information contained in district and school discipline reports and other associated reports.
- Oversee the evaluation of work orders to determine priorities, status and assure timely completion.
- Assists departments in the division with growth and efficiency of services.
- Investigates employees and students misconduct, infractions of School Board Policy, Mississippi Code of Ethics and violations of law.
- Writes investigative reports which serves as written documentation.
- Organizes and provides procedural guidelines and policies related to discipline.
- Communicates, through the proper channels, to keep the Superintendent and Deputy Superintendent informed of impending problems or events of unusual nature.
- Supports the transition of students from various medical facilities and/or institutions to and from schools.
- Develops and maintains good relations with the school community both internal and external.
- Serves as the Hearings and Professional Standards Officer.
- Oversee all areas of local, state and federal compliance collection and reporting.

- Serves as the first point of contact for conflict resolution as community liaison.
- Acts as first point of contact for grievances.
- Performs other related duties as required.

EDUCATION AND LICENSURE REQUIREMENTS

Master's degree from an accredited college or university with MDE licensure/certification in Administration/Supervision or Educational Leadership.

QUALIFICATIONS

- Three or more years of successful building level administrative experience.
- Knowledge of federal and state laws related to school business practice and school funding.
- Ability to speak clearly and persuasively in positive or negative situations, respond well to questions, demonstrate group presentation skills, and participate in meetings.
- Central Office experience Preferred.

LANGUAGE SKILLS

Ability to respond to inquiries or complaints. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and the school board

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, reach, bend and sometime lift up to 20 pounds. Mobility skills are necessary to access a variety of work locations.

OTHER SKILLS

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Must keep accurate, up-to-date records. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PROFESSIONAL CONDUCT

Employee acknowledges that he/she is required to maintain a high standard of professional conduct in compliance with the Mississippi Code of Ethics. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to VWSD policy, unlawful activities, or any other conduct which is seriously prejudicial to the school district.

Evaluation Performance will be evaluated in accordance with state law and School Committee policy.

CLASSIFICATION UNDER FLSA

Exempt

FUNDING SOURCE

General Fund

TERMS OF EMPLOYMENT

240 days

Salary Starting

\$75,450

Dr. Little is the contact person for the posting and she may be contacted by email: lennie.little@wvsd.org or by phone: (601)638-5122.