



## Flour Bluff Independent School District Job Description

**JOB TITLE:** Deputy Superintendent

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 227

**REPORTS TO:** Superintendent

**DATE REVISED:** 02/2025

### **PRIMARY PURPOSE:**

This role requires a dynamic and visionary educational leader who excels in strategic planning, data-driven decision-making, and fostering a culture of continuous improvement to enhance educational outcomes across the district. Oversees the operation of several or all districtwide divisions. Supports the superintendent in all areas of administrative decision-making and works toward achieving those decisions.

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

- Master's degree in education, Educational Leadership, or a related field
- Texas Superintendent Certification

#### **Special Knowledge/Skills:**

- Knowledge of district-level division operations
- Knowledge of school law and hearing procedures
- Knowledge of educational philosophy, research, strategies, laws, and policies
- Skill in leading efforts to design, implement, measure, and improve educational programs and services
- Ability to interpret policy, procedures, and data

- Ability to manage budget and personnel
- Strong communication, public relations, and interpersonal skills

## **MAJOR RESPONSIBILITIES AND DUTIES:**

### **ROLE 1: STRATEGIC PLANNING**

1. Works closely with the Superintendent to develop and execute strategic plans that prioritize assessment, accountability, and learning goals.
2. Sets clear, measurable objectives for continuous improvement in student achievement and overall educational outcomes.
3. Maintains an in-depth knowledge of assessment, accountability, and improving learning outcomes.

### **ROLE 2: COMMUNITY ENGAGEMENT**

1. Communicates district goals related to assessment, accountability, and learning outcomes to parents, community members, and stakeholders.
2. Collaborates with community partners to enhance support for educational initiatives.
3. Facilitates communication and collaboration among assigned department personnel, district personnel, and campus administrators to enhance service delivery, program development, and customer satisfaction.
4. Maintains a high degree of visibility within the community and school district.
5. Demonstrates awareness of district and community needs and initiates activities to meet those needs.
6. Represents the superintendent and district before school and community groups and governmental bodies as requested.
7. Advises and provides information to the superintendent's staff, Board of Trustees, district administrators, and others as necessary

### **ROLE 3: TEAM BUILDING AND LEADERSHIP**

1. Builds and leads a high-performing team of administrators and educators, fostering a collaborative and accountable work culture.
2. Provides guidance and professional development opportunities to enhance the skills of district personnel.
3. Demonstrates excellent communication, interpersonal, and team-building skills.
4. Leads strategic planning initiatives and drives positive change.

### **ROLE 4: DISTRICT MANAGEMENT**

1. Provides organizational leadership to assigned departments as directed by the superintendent.

2. Assists the superintendent in the daily operation of the school district.
3. Serve as acting superintendent in the superintendent's absence.
4. Develops, recommends, implements, and evaluates long-range plans and projects as directed by the superintendent.
5. Oversees budget preparation for assigned departments and schools and make recommendations to the superintendent.
6. Ensures a high degree of uniformity in school-related curricular and extra-curricular activities.
7. Oversees the evaluation of campus administration with the assistance of the assistant superintendents.

**ROLE 5: POLICY, REPORTS, AND LAW**

1. Develops, maintains, and uses information systems and records necessary to show progress on performance objectives that address academic excellence indicators, and district long-range plans.
2. Ensures implementation and compliance of policies established by federal and state law and State Board of Education rules, and local board policy.
3. Assists the superintendent with governmental relations, working with area, state, and national legislators to gather data and information to assist in interpreting the impact of legislation on the district.
4. Ensures administration is aware of developments and changes in state, federal, and local laws affecting education.

**ROLE 6: PERSONNEL MANAGEMENT**

1. Conducts investigations related to allegations of misconduct or impropriety by district staff as requested by the superintendent.
2. Selects, trains, evaluates, and supervises department staff and makes recommendations relative to assignment, retention, discipline, and dismissal.
3. Develops training options and improvement plans for department staff to enhance the effectiveness of department operations.

**ROLE 7: OTHER**

1. Attends board meetings and makes presentations when appropriate and/or requested.
2. Complies with policies established by federal and state law, State Board of Education rule, and local board policy.
3. Compiles, maintains, files, and presents all reports, records, and other documents as required.
4. Follow district safety protocols and emergency procedures.
5. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals

**Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:**

Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

**Environment:**

May work prolonged or irregular hours, frequent districtwide and occasional statewide travel

**Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**