

# JOB DESCRIPTION

**Job Title** Deputy Superintendent Administration  
**Reports to** Superintendent  
**Dept/School** Administration

**Job Title Code** 103038  
**Wage/Hour Status** Exempt  
**Pay Grade** 112  
**Date Revised** December 6, 2024

## Primary Purpose

Assume and oversee the primary managerial, administrative responsibilities for the district's academic support programs, including Human Resources; Student and Parent Services; Athletics; Fine Arts and Student Retention and Truancy Prevention. Ensure attainment of the district's mission and goals for all programs.

## Education/Certification

- Master's Degree from an accredited university
- Valid Texas Principal Certification
- Valid Superintendent Certification (preferred)

## Special Knowledge/Skills

- Knowledge and understanding of all facets of public school district operations
- Knowledge of planning, design, development, implementation, and assessment of academic support programs, including those assigned
- Knowledge of curricular trends, issues, school reform, and standards development
- Knowledge of school finance, budget development and implementation, and support services delivery systems
- Working knowledge of the Texas Education Code, Texas Administrative Code, and State Board and federal rules and regulations governing school district operations
- Knowledge of organization management theory and practice
- Demonstrated organizational and leadership skills in engaging an executive leadership team
- Exceptional conceptual, analytical, organizational, and management skills
- Ability to facilitate group processes in consensus building, conflict resolution, solution planning, and decision making
- Ability to work collaboratively with multiple and diverse constituencies
- Demonstrated leadership ability in working with administrators, teachers, students, parents, and to the public
- Excellent organizational, communication, and interpersonal skills

## Experience

- Ten (10) years school administrative experience with increasing levels of responsibility on the campus and/or central office levels
- Experience in an urban school district (desirable)

## Major Responsibilities and Duties

1. Assess assigned programs for attainment of the District's mission and goals.
2. Provide an effective support system and technical assistance for programs at District and campus levels.
3. Interact with District departments, parents, and community members regarding programs, goals, and objectives.
4. Perform other duties as assigned by supervisor.

## Student Management

5. Ensure that staff understand and supports student discipline policies and procedures.

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6. Communicate the District's mission, Superintendent's initiatives, and Board's goals as related to student achievement.

## Policy, Reports and Law

7. Analyze federal, state, and local program mandates required of the District.
8. Promote appropriate use of programs to further the education of students through collaborative and effective use of school policy.

## Budget and Inventory

9. Oversee preparation approval and administration of budgets for programs and assigned departments.

## Personnel Management

10. Facilitate communication with the District's Executive Management Team to ensure implementation of the District's vision and mission.
11. Keep the Superintendent abreast of critical issues and incidents within the district.
12. Work collaboratively with senior staff and others to ensure aligned support and services to schools.
13. Promote an organizational climate that results in positive staff morale.
14. Supervise and evaluate activities of staff members in assigned programs.
15. Responsible for timely, accurate, and quality information and accountability in areas of responsibility.
16. Assist the Superintendent in the selection of designated personnel.

## Communication and Community Relations

17. Interpret and communicate program services and information to employees and the public.
18. Communicate with the Board in accordance with guidelines established by the Superintendent.
19. Attend Board meetings and prepare reports as requested by the Superintendent.

## Professional Growth

20. Stay abreast of the latest research, trends, and developments related to academic support programs.
21. Participate in professional development activities on a continuing basis.
22. Provide leadership in professional growth of personnel.

## Supervisory Responsibilities

Supervise and evaluate assigned personnel

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; frequent districtwide travel; frequent prolonged working hours.

## Terms of Employment

226 days; salary to be established by Board of Trustees

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: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_



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Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.