



Job Description

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| Position Title: Assistant Superintendent | | |
| Department: Superintendent | Evaluation Instrument: LKES District Level Leaders Evaluation Framework | |
| Compensation Range: \$138,652 - \$146,652 Commensurate with experience and education Salary range based on full time employment FY25/B1_RW31 | FLSA Status: Exempt | Retirement: TRS |
| Work Days: 240 | Reports to: Superintendent of Schools | |
| <p>Position Summary: The Assistant Superintendent directly reports to the superintendent. This position supervises a division of the Glynn County Schools. This executive-level position is a member of the Superintendent's Cabinet.</p> | | |
| Qualifications | | |
| <p>Education: Master Degree required; Higher degree preferred Certification/Licensure: Valid Georgia Leadership Certificate Experience:</p> <ul style="list-style-type: none"> ● Overall minimum of 5 years of progressively responsible experience in Educational Administration <ul style="list-style-type: none"> ○ Minimum 3 years of experience working as a school principal strongly preferred ○ Minimum 3 years of experience working in a District Central Office position preferred ● Successful classroom teaching experience preferred <p>Physical Activity:</p> <ul style="list-style-type: none"> ● Routine physical activity associated with a school environment ● Must be able to work onsite <p>Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> ● Communicate effectively and promote good public relations with students, parents, coworkers, and community stakeholders ● Excellent verbal and written communications skills ● Strong decision-making ability, budget experience, proven performance and resource management skills ● Apply critical thinking skills in solving various issues ● Ability to relate to a wide variety of people and to observe, listen and provide leadership which results in the best possible work environment ● Understands curriculum, instruction, technology, educational process, operations, and human resources ● Develop, implement, monitor, and evaluate program goals and initiatives ● Must be skilled in collaborative leadership of individuals and groups ● Successfully manage multiple tasks, projects, and responsibilities ● Knowledge of local, state, and federal laws, policies, and regulations ● Strong background in school administration and supervision ● Ability to effectively lead, organize, and direct the work of others ● Knowledge of school and school district policies and practices ● Demonstrated ability to implement the District's strategic plan ● Proficient in Microsoft Office and Google Suite | | |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

DUTIES AND RESPONSIBILITIES

Oversees the Planning and Development of Division

1. Responsible for the overall coordination of the departments within the division
2. Supervises and annually evaluates all assigned staff
3. Works cooperatively with the Superintendent and department leaders to develop annual budgets
4. Coordinates divisions efforts to maintain safe, orderly, and supportive school and district environments in support of the system strategic plan
5. Attend all Board of Education Work Sessions and Monthly Meetings in addition to all Special Called Meetings as required by the Superintendent
6. Collaborates with Executive Officers and other members of the Superintendent's Cabinet
7. Plans, directs, and evaluates the division resources
8. Designs and implements effective communications regarding the work of the division
9. Provides accurate and timely periodic progress reports of the division's condition
10. Ensures administrative procedures are consistent with Federal Law, State Law, State Board of Education and local board of education policy

Builds a Competent Team

1. Meets regularly with key personnel throughout the District to ensure that proper information flows through leadership, including establishing goals, objectives, and long-range plans
2. Coaches and builds capacity in order to ensure the success of current directors, principals and school/department leadership teams while also preparing them for future leadership roles
3. Advocates change within schools and across the District
4. Collaborates with peers to develop a consistent approach for cultivating a successful team
5. Performs other duties as assigned by the superintendent

Security Clearance: The Glynn County School System requires a criminal background check and fingerprinting on all new employees, including all substitutes and other designated employees.

This document provides information about the above Glynn County Schools position. This job description is intended to accurately reflect the position's activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

JD: 01/2025