

DEPUTY SUPERINTENDENT, ADMINISTRATIVE SERVICES

Rev. April 2026

Job No.: 1501

Reports to: Superintendent

Dept./Campus: Administrative Services

FLSA Status: Exempt

Pay Grade: 105

Term: 226 Days

PRIMARY PURPOSE:

Provide strategic leadership for the district's operational and organizational systems to ensure efficient, effective support for student learning. Lead the alignment, execution, and continuous improvement of district operations, resources, and strategic initiatives. Serve as a key advisor to the Superintendent and co-lead systemwide strategic planning and execution.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on affecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Serve as an extension of the Superintendent in advancing the district's vision, mission, and strategic priorities.
- Support the Superintendent in all areas of administrative decision-making.
- Lead cross-functional strategic initiatives and ensure timely execution of district priorities.
- Promote a culture of collaboration, accountability, and continuous improvement across the organization.
- Ensure clear communication, alignment, and follow-through on key initiatives and expectations.
- Model ethical leadership, professionalism, and a commitment to equity and excellence.
- Lead and oversee all operational departments, including human resources, finance, technology, communications, operations, and related services.
- Ensure efficient, effective, and compliant operations that support campuses and district priorities.
- Supervise and develop chiefs and executive leaders responsible for operational functions.
- Develop and implement systems for organizational alignment, performance management, and operational excellence.
- Lead district efforts related to budgeting, resource allocation, operational planning, and systemwide efficiency.
- Ensure alignment of operational systems, processes, and resources with district goals and priorities.

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- Oversee the development, monitoring, and management of departmental budgets and resource allocation.
- Use qualitative and quantitative data to monitor organizational performance and inform decision-making.
- Ensure effective internal and external communication systems that support transparency and stakeholder engagement.
- Oversee risk management, compliance, and operational policies to ensure legal and regulatory adherence.
- Ensure departments are structured and resourced effectively to meet current and future district needs.
- Anticipate, mitigate, and respond to operational challenges and community concerns.
- Drive continuous improvement of systems, processes, and service delivery across the organization.
- Partner with Learning & Innovation to ensure operational systems effectively support teaching and learning.
- Collaborate with Deputy Superintendent of Learning and Innovation to support the improvement efforts in teaching, learning and campus leadership in partnership with other Cabinet members to ensure focus on student learning.
- Collaborate with Deputy Superintendent of Learning and Innovation to lead Cabinet, Chiefs, and Assistant/Area Superintendents in the development, deployment, and on-going management of strategic initiatives.
- Collaborate with Cabinet to develop strategies and broad departmental objectives; establish methods, techniques and evaluation criteria for projects, programs, and people in achievement of strategic objectives.
- Engage with the board of trustees in the development and implementation of strategic initiatives.
- Assist the Superintendent with the development and implementation of the district's strategic plan and District Improvement Plan in alignment with Core Beliefs, Vision, Mission, and priority goal areas.
- Oversee the preparation and administration of the budget for assigned departments.
- Employ collaborative decision-making processes and foster team building to achieve high performance.
- Facilitate support for principals with other departments to effectively lead schools.
- Provide leadership to ensure understanding and promotion of the District's Guiding Documents.
- Attend School Board meetings and prepare reports as needed.
- Demonstrate regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise executive leaders in Human Resources, Technology, Communications, Operations, Finance/Business, Student Services.
- Assist the superintendent in the supervision of the Chief of Police and General Counsel.
- Oversee supervision of all operational departments supervised.

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GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Master's degree in education, administration, or related field; Doctorate preferred.
- Mid-management or principal certification required.
- Progressive experience in strategic public education programs, including experience as a campus principal and principal supervisor.
- Central Office experience preferred.

Knowledge/Skills/Abilities:

- Knowledge of strategic planning; effective leadership strategies; District policies; acceptable human resource/supervisory practices and principles; systems thinking; and continuous improvement philosophy.
- Skills in self-direction; strong organization; coordinating multiple tasks; communication, public and interpersonal relations; and making oral and written presentations.
- Ability to evaluate instructional programs; manage budget and staff; implement policies and procedures; manage multiple priorities and projects; and use computer and application software.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Often operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.
- Ability to organize and prioritize work schedules of others on long-term basis.
- Ability to make decisions which have significant impact on the department's credibility, operations, and services.
- Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.

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