



Notice of Vacancy

South Lyon Community Schools

345 S. Warren
South Lyon, MI 48178
248-573-8127

INTERNAL/EXTERNAL POSTING PLEASE POST!

POSITION:	Assistant Superintendent of Administrative Services (AD4)
LOCATION:	Administration Building
QUALIFICATIONS/ RESPONSIBILITIES:	See Attachment
RATE OF PAY:	Salary range: \$146,856.00 – \$159,659.00
BEGINNING DATE:	January 5, 2026
DEADLINE FOR APPLICATION:	November 7, 2025
APPLICATION:	<p>Send letter of interest and resume to:</p> <p>Brian Toth, Assistant Superintendent for Administrative Services tothb@slcs.us</p> <p>Applications also accepted via Frontline https://www.applitrack.com/oaklandschools/onlineapp/</p>
DATE OF POSTING:	November 3, 2025

**SOUTH LYON COMMUNITY SCHOOLS
JOB DESCRIPTION**

ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES

- QUALIFICATIONS:**
1. Shall have completed a Master's degree, or higher, from an accredited university.
 2. Shall have completed graduate work in appropriate subject matter and professional educational fields.
 3. Shall have minimum of five years of successful experience in the field of education as a building administrator and three years of related experience as district level administrator.
 4. Shall have a demonstrated aptitude for effective verbal and written communication skills.
 5. Possess a high degree of skill in interpersonal relations.

RESPONSIBILITY: The Assistant Superintendent for Administrative Services is directly responsible to the Superintendent of Schools.

GOAL: Provide leadership under designated areas of responsibility and ensure the best possible educational programs and services.

SPECIFIC DUTIES:

PERSONNEL SERVICES

- a. Coordinate the personnel and human resources needs of the school district.
- b. Serve as chairperson in all employee contract negotiations for District unionized personnel and related contract administration including grievances, hearings, arbitration, etc., for those groups.
- c. Coordinate and supervise the year-round recruitment of quality staff.
- d. Screen and process applications of candidates for all administrative positions. Assist with screening and processing of applicants for other positions when appropriate.

- e. Review results of all drug screens and fingerprint background checks, as well as any Ichat "hits," processed through the Personnel Department.
- f. Ensure that District hiring processes are in compliance with Board Policies. Interview and recommend to the Superintendent applicants for appointment and for presentation to the Board of Education. Interview and approve for hiring applicants for positions that do not require Board of Education approval.
- g. Oversee issuance of individual Probationary and Tenured Teacher contracts.
- h. Review and process transfer requests for employees, in compliance with applicable contractual provisions.
- i. Oversee screening for District Volunteers in compliance with Board Policy.
- j. Along with the Superintendent and other Assistant Superintendents, oversee and evaluate building principals.
- k. Oversee the evaluation process for all district employees.
- l. Coordinate "on-boarding" processes as appropriate for all employees. Oversee New Teacher Professional Development Workshops and Mentoring programs.
- m. When appropriate, provide professional development and/or mentoring for aspiring administrators.
- n. Oversee record-keeping for required professional development, certification and licensing of staff. Ensure that instructional staff and administrators have the proper qualifications per state and federal law.
- o. When necessary, conduct investigations into employee conduct and/or issue appropriate disciplinary action. Review all investigations and disciplinary documents issued at the building/ department level.

- p. When necessary, develop Performance Improvement Plans or Individual Development Plans for employees and/or assist other administrators in this task.
- q. Oversee administration of employee benefits, Workers' Compensation, FMLA, and other leaves. When appropriate, approve leaves in compliance with contractual provisions.
- r. Review and approve the following for payroll: employee attendance reports, mentor pay, annual "step reports," longevity reports, and Schedule C assignments/payments.
- s. Oversees completion of CEPI, REP, EEOC and other state and federal reporting.
- t. Provide orientation for new Guest Teachers.
- u. With Superintendent and other Assistant Superintendents, determine instructional staffing needs based on class size projections and budget constraints.
- v. Serves on the Oakland County Association of School Personnel Administrators (OASPA) and the Oakland County Schools Public Relations Association (OCSPPRA) committees.

OTHER ADMINISTRATIVE SERVICES

- 1. Serve as District liaison with District legal counsel.
- 2. Serve as District FOIA Coordinator, ensuring that requests are processed in compliance with Michigan law.
- 3. Facilitate the Board's Policy Committee, ensuring that Board Policies and Administrative Guidelines are in compliance with legal requirements as well as meeting the needs of the District.
- 4. Serve as a member of the Board's Curriculum and Communications Committee.
- 5. Serve as member of the District Security Administrative Team.
- 6. Attend all Principal/ Administrator meetings and share important information.

7. Coordinate presentation of all gifts to the Board for their acceptance.
8. Along with the Superintendent and Assistant Superintendent for Curriculum and Instruction, meet monthly with SLEA (South Lyon Education Association) leadership to jointly and proactively address concerns.
9. Assist in representing Central Office at District events such as Curriculum Nights, High School Academic Awards, High School Honors Programs, and Graduation.
10. Oversee scheduling of District elective teachers.
11. Attend all Board of Education meetings

COMMUNICATIONS & COMMUNITY RELATIONS

1. Oversee and monitor communication throughout the District via websites, calendars, social media accounts, and Skylert emails.
2. Prepare communications shared with families via the Skylert notification system on behalf of the District. Assist individual buildings/ departments with Skylert communications as necessary.
3. Serve as the District Spokesperson for media requests and share information via press releases as appropriate.
4. Serve as the District liaison with community organizations and partnerships.
5. Coordinate with building administrators preparation of the Annual Educational Reports for the buildings and District.
6. Approve and coordinate distribution of community-based information to students in compliance with Board Policies.
7. Oversee the annual publication of the *Spirit of South Lyon* District newsletter, ensuring that legally required information is shared.
8. Coordinate the production and distribution of the weekly District Update.

ATHLETICS

- Jointly, with High School Principals, oversee Athletic Directors and the operation of the Athletic Department and related programs.
- District liaison for communication related to concerns with the Athletic Department.

TITLE IX COORDINATOR

- In compliance with Federal law, OCR guidelines, and District Policies, oversee all issues related to Title IX.
- Ensure that annual training is provided to all District staff regarding Title IX and Sex-Based Harassment.
- Review and/or conduct investigations into alleged situations of Sex-Based Harassment and ensure that the appropriate documentation is maintained.

WEB ACCESSIBILITY COORDINATOR

- Serve as District liaison for concerns about website accessibility.
- Ensure that the District's website is maintained in compliance with Federal law, OCR guidelines, and District Policies as it pertains to accessibility of content.
- Ensure that training is provided bi-annually to building/department webmasters for compliance with accessibility guidelines.