

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Deputy Superintendent of Students & Schools
Reports To: Superintendent of Schools

SUMMARY

The Deputy Superintendent of Students & Schools assists the Superintendent in the effective and efficient management of the District's Academic Services, Student Services, and Special Education departments. In addition, the Deputy Superintendent of Students & Schools works collaboratively with the Deputy Superintendent of Staff & Operations to ensure all students in the Wentzville School District receive a high-quality education.

QUALIFICATIONS/REQUIREMENTS

- Specialist's Degree in Educational Administration is required; Doctorate Degree is preferred.
- Relevant experience in public education or related employment is required; experience with academic achievement, special education programs, mental health programs, and alternative programs is preferred.

ESSENTIAL JOB DUTIES

- Provides leadership in the guidance, coordination, planning, and monitoring of progress for the departments of Academic Services, Student Services, and Special Education.
- Participates as a member of the Executive Leadership Team and Superintendent's Cabinet.
- Assumes the day-to-day duties of the Superintendent and other duties as assigned by the Superintendent.
- Provides leadership and direction for District-level community engagement committees.
- Represents the Superintendent at staff and community group meetings, as requested.
- Disseminates information in order to accomplish the District's goals.
- Provides organizational leadership to ensure the coordinated planning and consistent implementation of the school District's strategic plan, making certain that programs and supports are effective and focused on student learning and prioritized to meet individual school needs.
- Fosters a work environment and culture that is student-focused and results-orientated.
- Participates with the Superintendent and other executive staff in strategic planning, policy development, and problem resolution of complex issues and needs.
- Advises and counsels with the Superintendent on all areas of responsibility and recommends action.
- Oversees Section 504/Title II, IDEA compliance and services, the Early Childhood Special Education program, Alternative Programs (Pearce Hall), Mental Health Services (Educational Support Counselors), School Support Interventionist (SSI), Health Services (School Nurses), Adaptive Learning Programs, School Counselors, Gifted programs, Parents as Teachers, and Homebound programming.
- Collaborates with, supervises, and evaluates the administrators within the Students & Schools departments.

ESSENTIAL JOB DUTIES (cont'd)

- Collaborates with the Chief Financial Officer, develops, and oversees all budgets funded by federal, state, and local funds for the programs in the Students and Schools departments.
- Collaborates with the Chief Communication Officer regarding sensitive communications pertaining to students and programs.
- Collaborates with the Deputy Superintendent of Staff & Operations to establish expectations for staff performance and to address staffing needs for all programs in the Students & Schools Departments.
- Oversees the maintenance of appropriate records.
- Consults with the District's legal team regarding all matters related to programs in the Students & Schools Departments.
- Prepares reports as required by the Superintendent.
- Represents the District at state and local meetings.
- Attends Board of Education meetings and leads reporting of program evaluations.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Superintendent of Schools.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Deputy Superintendent of Students & Schools shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.