



# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### Administrative

**Position Title:** Assistant Superintendent for Educational Choices and Innovation

**Position Level:**

Administrative Salary Schedule

**FLSA Status:**

Exempt

Non-Exempt

**Employee Acknowledgement of Receipt Copy:**

### GENERAL DESCRIPTION

Responsible for the management and procedural aspects of Charter Schools and Educational Choices Programs and Osceola Virtual School. Serves as the district Liaison for Community Assistance in implementing Charter Schools and Educational Choices.

### KEY RESPONSIBILITIES

Develop plans for overall implementation and operations of the Charter Schools and Educational Choices and Osceola Virtual School.

Disseminate information about Charter Schools and Educational Choices and Osceola Virtual School to parents and interested citizens.

Serve as liaison to all planning and advisory committees as related to Charter Schools and Educational Choices.

Coordinate appropriate staff who will disseminate materials, collect materials, input student assignments, and provide information to parents regarding student status.

Maintain the "Technical Assistance and Service Guide for Charter Schools and Educational Choices" document for the district.

Assist in the preparation of all required District and State reports.

Assist in the projecting and reporting of all Charter Schools and Educational Choices and Osceola Virtual School.

Monitor compliance with established guidelines for all Charter Schools and Educational Choices and Osceola Virtual School.

Promote, elicit and enhance the level of community involvement in the areas pertaining to the assistance and understanding of Charter Schools and Educational Choices and Osceola Virtual School.

Provide leadership and technical assistance to administrators, teachers and interested citizens regarding the Charter Schools and Educational Choices programs and Osceola Virtual School.

Serve as the district representative for all charter school applications.

Act as a liaison to School Board work sessions for the presentation of guidelines and changes which arise out of parental concerns.

Act as the Superintendent and Board's representative in the resolution and response to parental concerns involving Educational Choices or Charter Schools.

Instruct Charter and Educational Choices school administrators regarding recruitment efforts.

Remain current and knowledgeable of all annual legislative updates and report their impact to the district.

Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.

Perform other duties as assigned by the Supervisor.

**CLASS SPECIFICATION**

**Position Title:** Assistant Superintendent for Educational Choices and Innovation

<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	Master's Degree in Educational Leadership and Administration/Supervision required.
<i>Work Experience:</i>	Minimum of three years prior administrative experience. Considerable knowledge of School Board Administrative Policies and Procedures.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple facilities/schools of the School District of Osceola County in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, nonstandard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Multifaceted: Supervision is present on a limited time basis to review broad objectives. Independent judgement is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with District-wide policies. Decisions may have a long-term impact on the School District.
<i>Communications:</i>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for supervising multiple departments, and entire facility/school, with full responsibility for effective operation and results.
<i>Planning:</i>	One to Three Years: Formal plans that exceed one year, but not three years beyond normal operational planning.
<i>Job-Related Knowledge and Skills:</i>	Multiple Professional Skills/External Expert: Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline: Has extensive ability to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational, medical and/or business knowledge to manage a major segment of the School District. Recognized expert in the field and consultative resource by others outside the School District.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<b>TERMS OF EMPLOYMENT</b>	
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p>	
<b>HISTORY OF BOARD APPROVAL AND REVISIONS</b>	
<b>Board Approved: 09.05.00; Revisions: 04.15.03; 07.17.07; 06.18.13; 06.07.22</b>	

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.