

**PRINCE GEORGE COUNTY PUBLIC SCHOOLS  
POSITION DESCRIPTION SUMMARY FORM**

**TITLE:** Assistant Superintendent of  
Administration, Personnel and Operations

**QUALIFICATIONS:**

1. A Virginia Postgraduate Professional Certificate with an endorsement as a school administrator (**Doctorate Preferred**)
2. Demonstrate the leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents
3. At least five years of successful experience as an administrator in public schools or the private sector
4. Demonstrate aptitude and ability for successfully performing the tasks listed below

**REPORTS TO:** Superintendent

**SUPERVISES:** Administrators, Directors, Supervisors, Personnel Associates, and appropriate support staff

**JOB GOAL:** To promote and maintain excellent division-wide administrative practices along with effectively managing the school division's transportation system, maintenance program and construction projects. Assume responsibility for the employment process as well as the general administration of the school division and other support services.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise and manage the day-to-day operation of the school division
2. Collect data, coordinate reporting functions, and handle correspondence pertaining to the general administration of the school division
3. Coordinate and manage the flow of information within the division and to maintain liaison with the administrative staffs of other governmental agencies
4. Coordinate human resources, the employment process and recommend to the Superintendent individuals to be employed as teachers, teacher aides, secretaries, custodians, maintenance and mechanic and other support staff personnel

5. Serve as the Superintendent's designee in hearing grievances as outlined in the grievance procedure
7. Administer and evaluate all classified personnel functions
8. Supervise and coordinate the administrative and supervisory evaluation system
9. Supervise the work of the Director of Technology and provide leadership in the designing, development, and maintenance of the division's computer services
10. Supervise and coordinate the work of the Director of Food Service, Director of Operations, Director of Finance, Transportation Coordinator, Maintenance II Warehouseman, and Health Services Coordinator
11. Supervises and coordinates any responsibility to Capital Improvement Projects -- writing specifications and bidding, etc
12. Direct purchasing procedures including bidding for materials, equipment, and services
13. Serve as liaison with the police department and the district designee for the crisis management team
14. Be on call 24/7/365 for emergency situations
15. Perform other duties as assigned

**PHYSICAL  
REQUIREMENTS:**

1. Involves some physical tasks including lifting, and effectively uses technology
2. Involves frequent traveling

**TERMS OF  
EMPLOYMENT:**

12 month contract; Grade 32

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.