

Associate Superintendent



Job Code
000007

FLSA Status
Exempt

Pay Level (Grade)
00022

Reports To
Deputy Superintendent

Prince William County Public Schools
Associate Superintendent - 250 Days

Grade 22: \$182,565 - 252,715 (competitive benefits)

An essential function of this position is the ability to work in-person and physically report for work on site.

Posting closes: 06/04/2021 at 8:00 AM

People may apply online at PWCS.edu. Cover letter and resume required

Mission Statement

Providing a World-Class Education means...

- The focus is on all students learning and achieving high standards.
- Instruction is engaging and rigorous.
- Reading and writing literacy is taught in all content areas.
- We support the academic, social, and emotional needs of all students.
- Schools and offices are inviting, welcoming, and customer oriented.
- We will accomplish our Strategic Plan by working together.

Job Summary

This position serves on the Superintendent's staff, provides support and guidance to the Superintendent and School Board, and directs the planning, organization, administration and management of all schools assigned to the area division. This position provides leadership to the principals to ensure the successful operation of the schools under the school-based management concept. This position performs related duties as required by the Superintendent.

Essential Responsibilities

This job description is a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Additionally, the scope of this job may change as necessary by the school division.

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

PWCS requires that each employee:

- work collaboratively with all stakeholders in providing a World-Class Education,
- establish and maintain cooperative and effective working relationships with others,
- communicate effectively,
- relate to and interact with a non-traditional and diverse student and employee population,
- report to work on a regular and punctual basis as scheduled,
- perform all other related work delegated or required to accomplish the objectives of the total school program,
- have knowledge of and be able to use relevant technology,
- participate in the annual professional growth planning process, and
- recognize that they are in a position of public trust and are held to a high standard of personal and professional conduct.

Essential Responsibilities - specific to this job

- Attends all School Board meetings and work sessions
- Makes presentations to the School Board, parents and other groups concerning his/her area of responsibility and keeps the Superintendent and School Board informed of significant achievements, problems and activities in his/her area of jurisdiction
- Ensures that assigned schools support the systemwide goals and priorities identified in the PWCS Strategic Plan
- Serves as the instructional leader and chief administrator for schools within as assigned
- Directs the selection and evaluation of principals
- Works closely with the Superintendent, Deputy Superintendent, and others to implement the policies and programs of the Prince William County Public Schools
- Provides leadership and direction to principals in order to increase student achievement
- Evaluates the performance of principals, and schools
- Develops and implementing an annual area improvement plan, which includes an assessment of the performance of schools in an administrative area
- Ensures the instructional needs of schools are addressed promptly and completely

- Mentors principals and administrative staff
- Serves as a liaison with parents, parent groups, civic agencies, and related community groups, and providing feedback from the community to the Superintendent
- Recommends the discipline and/or separation of staff to the Superintendent, Deputy Superintendent and the Associate Superintendent for Human Resources
- Communicates system policies, practices, and procedures to the PWCS community
- Recommends revisions to Board policies and operating procedures when appropriate
- Seeks innovative and adaptive solutions to educational challenges
- Keeps current with educational trends and research that will produce results for the schools
- Monitors the expenditures of allocated funds for the staffing of schools
- Evaluates and makes recommendations concerning the adequacy of school plants for instructional needs, participates in the development of educational specifications for new school construction and renovations, and directs activities related to the opening of new schools

Other Job Responsibilities

Qualifications for Successful Performance

Knowledge, Skills, Abilities and Behaviors

- Ability to develop and mentor others
- Excellent decision-making skills
- Ability to drive strategic direction
- Ability to build collaborative relationships
- Ability to influence others

Education or Equivalency Requirements

| Minimum/ Preferred | Education level | Description |
|-----------------------|-----------------|---|
| Minimum | Master's Degree | Education curriculum, administration/supervisor, professional development, or related field |
| Preferred | Doctorate | |

Work Experience Requirements

| Equivalent to at least | Type | Area or Field |
|------------------------|-------------------------|---|
| Some portion | Related and/or Specific | Previous principalship experience and knowledge of school-based management and instruction required |

Certification and License Requirements

Certifications/ Licensures

Comments

State

Must hold or be eligible for a Postgraduate Professional certificate with an endorsement in Administration and Supervision

Work Environment and Physical and Mental Requirements

The work environment and physical and mental demands described here are representative of those an employee encounters and is expected to meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment Type: INDOOR: Work is performed in a standard office, classroom, or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions; however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems.

Physical /Sensory Requirements

Frequency

| | |
|---|-----------------|
| Light work that includes lifting and moving objects up to 20 pounds. | Frequently |
| Medium work that includes lifting and moving objects up to 50 pounds. | Occasionally |
| Heavy work that includes lifting and moving objects up to 100 pounds or more. | Not anticipated |
| Ascend or descend ladders, stairs, scaffolding, ramps, poles or similar. | Occasionally |
| Move about to accomplish tasks or move from one work site to another. | Frequently |
| Remain in a stationary position, often standing or sitting for prolonged periods. | Frequently |
| Operate non-office machinery and/or power tools. | Not anticipated |
| Repeat motions that involve the wrists, hands and/or fingers. | Frequently |
| Move in different positions to complete tasks in various conditions and spaces. | Occasionally |
| Operate motor vehicles or heavy equipment. | Not anticipated |
| Match or detect differences between colors, including shades of color and brightness. | Occasionally |
| See details at a distance. | Occasionally |
| See details at close range (within a few feet of the observer). | Frequently |
| See objects in the presence of glare or bright lighting. | Not anticipated |
| See objects in the low lighting. | Occasionally |
| See objects or movement of objects using peripheral vision. | Occasionally |

Mental/Cognitive Requirements

Frequency

| | |
|--|--------------|
| Listen to and understand information presented through spoken words and sentences. | Consistently |
| Read and understand information presented in writing. | Consistently |

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| Communicate information in speaking so others will understand. | Consistently |
| Communicate information in writing so others will understand. | Consistently |
| Ability to generate ideas or develop creative ways to solve problems. | Consistently |
| Ability to tell if something is wrong or is likely to go wrong. | Consistently |
| Ability to apply general rules to specific problems to produce workable answers. | Consistently |
| Ability to combine pieces of information to form general rules or conclusions. | Consistently |
| Ability to arrange for certain order or pattern according to a specific or set of rules. | Frequently |
| Ability to create and apply rules for combining or grouping things in different ways. | Occasionally |
| Ability to choose the right mathematical methods or formulas to solve a problem. | Occasionally |
| Ability to add, subtract, multiply, or divide quickly and correctly. | Frequently |
| Ability to recall available information. | Consistently |
| Ability to acquire and organize visual information. | Frequently |
| Ability to manipulate and organize spatial information. | Occasionally |
| Ability to apply and maintain attention. | Consistently |
| Ability to manipulate and control objects. | Frequently |
| Assess the accuracy, neatness, and thoroughness of the work assigned. | Consistently |

Other Requirements Not Identified Above

Other Related Job Information

Budget authority: Direct responsibility limited to a general revenue fund for unexpected needs in the area schools. Supervises the development and management of budget within each school in accordance with the annual plan
of direct reports: Approximately 25% of all principals
of schools served: Approximately 25% of all schools

| Other Related Information | Description |
|---------------------------|-------------|
|---------------------------|-------------|

Serving the Community with Excellence

Prince William County Public Schools (PWCS) does not discriminate in employment nor in the provision of educational programs, services and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.