

Job Title/Position Code: Deputy Superintendent, Division Operations

Grade Level/Terms of Employment: Ungraded/12-month contract

FLSA Status: Exempt

Work Location: Central Office

Immediate Supervisor: Superintendent

General Description

The Deputy Superintendent, Division Operations (DS) provides leadership and oversight to all aspects of human resources and supports operational functions of the Petersburg City Public Schools (PCPS). The DS supervises and evaluates the Director of Human Resources, Director of Technology, Director of School Facilities and Operations, and Director of Finance. This individual is a member of the Superintendent's Senior Staff and provides leadership to the accomplishment of the PCPS Strategic Plan and the PCPS Division Corrective Action Plan. The DS supervises all assigned programs and activities and works collaboratively with staff, parents and community members to achieve the division's mission and goals.

Essential Job Functions

- Establishes and articulates a vision for the human resources department with respect to its role in achieving the goals of the division strategic plan and meeting the requirements of the Memorandum of Understanding between the Virginia Board of Education and the PCPS.
- Leads the human resources department in the effective execution of PCPS personnel policies and the recruitment, selection, preparation, support, and performance evaluation of the PCPS workforce.
- Oversees the resolution of employee grievances, legal issues, and Virginia Employment Commission (VEC) matters.
- Collaborates with the Chief, Student Advancement Officer (CSAO) and Chief Academic Officer (CAO) to create and implement a division-wide professional development plan.
- Supervises the preparation of the annual operating and capital improvements budgets.
- Coordinates with the CSAO and the CAO to recommend staffing allocations for schools.
- Oversees the fiscal management of the PCPS, state, and federal resources and ensures that all expenditures are within the approved limits and adhere to all local, state, and federal regulations and requirements.
- Promulgates regulations establishing procedures for procurement of equipment and supplies.
- Reviews the management and operations of the Office of State and Federal Programs to ensure the effective use of state and federal funding to provide appropriate supplemental educational services and extended learning opportunities for PCPS students.
- Oversees the management and operations of the facilities department.
- Advises the Superintendent on the physical condition of school buildings and makes recommendations for necessary improvements.
- Works collaboratively with City officials to prioritize capital projects and monitors progress of ongoing projects.
- Oversees the management and operations of the transportation and food services programs.
- Oversees the management and operations of the technology department.
- Works collaboratively with all Senior Staff members to ensure that all programs, services, staffing and budgetary allocations support optimum academic achievement for all students.

- Prepares reports, memoranda, and presentations for the Superintendent and School Board as necessary. Provides weekly reports to the Superintendent on issues related to division-wide operations.
- Serves as the Superintendent's designee and represents the division and/or Superintendent at meetings and functions as needed.
- Establishes and maintains communication channels with all PCPS stakeholders, both internal and external to the school division, to inform and explain PCPS programs and policies.
- Performs other related duties as assigned.

Required Knowledge, Skills, and Abilities:

- Extensive knowledge of the principles, concepts and methodologies of human resource management and federal, state, and local laws, rules, and regulations governing personnel administration.
- Comprehensive knowledge of education-related federal, state, and local statutes, regulations, and policies to include Every Student Succeeds Act (ESSA), the Virginia Standards of Quality (SOQ) and the Virginia Standards of Accreditation (SOA).
- Knowledge of negotiation strategies, strategic planning processes, conflict resolution and effective training techniques.
- Ability to plan, forecast, organize and direct multiple complex organizational components.
- Ability to supervise and evaluate others performing professional or administrative work.
- Evidence of a strong commitment to organizational improvement, process improvement, and exemplary education for all students.
- Demonstrated ability to identify problems, analyze key data points, and present alternative solutions to the Superintendent and School Board.
- Ability to communicate effectively orally and in writing, including the ability to make presentations to parent and community groups, school and city officials.
- Ability to use computers and other office and presentation technology.
- Demonstrated proficiency with Microsoft Office applications, student data management/information systems, and personnel management software systems.
- Ability to develop and maintain positive and professional relationships with staff, subordinates, supervisors, School Board members, parents and the general public.

Minimum Education, Training, and Experience Requirement

- Advanced degree in Human Resource Management, Education, Finance or a related area (doctorate preferred).
- Public school administrative experience required.
- Evidence of five or more years of successful administrative/management experience in a public-school division.
- Possess or be eligible for a post-graduate professional license in the area of administration and supervision PreK-12.
- Possess or be eligible for a Division Superintendent license within the Commonwealth of Virginia.

Petersburg City Public Schools assures Equal Employment Opportunities for employees as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to

be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position and does not imply an employment contract.

Reviewed 06/2021