

**Trussville City Schools**  
**Job Description**

**POSITION TITLE:** Assistant Superintendent

**QUALIFICATIONS:** Doctorate preferred; State administrative certificate required; Minimum of five years teaching and/or administrative experience; must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations.

**JOB GOAL:** To provide leadership in developing, achieving, and maintaining exemplary educational programs and services.

**REPORTS TO:** Superintendent

**EVALUATION:** Administrator Effectiveness

**PERFORMANCE RESPONSIBILITIES:**

1. Attends all Board meetings and prepares such reports for the Board as the Superintendent directs.
2. Demonstrates support for the school system and its vision, goals, and priorities.
3. Keeps abreast of development in curriculum and instruction, and furnishes leadership in determining their appropriateness for inclusion in the system's educational program.
4. Conducts observation of designated personnel and provides follow-up conferences.
5. Evaluates principals and other administrators and staff as assigned according to the State Department of Education and/or Trussville City Schools Board of Education Policy on evaluation of certified and classified personnel.
6. Supervises, implements, and evaluates professional learning and training programs.
7. Provides principals and other administrators with constructive feedback, information, resources and assistance as needed.
8. Participates in parent and/or employee conferences as needed.
9. Assists central office staff and school principals in determining the personnel needs of schools/worksites.

10. Assists central office staff and school principals with recommendations for contract renewals.
11. Works closely with the Superintendent and Chief Financial Officer (CFO) to determine the K-12 allocation of resources to schools
12. Disseminates needed information to principals and assistant principals to ensure the proper management of schools and school-related events and issues.
13. Investigates, documents, and resolves complaints, concerns, grievances, and adverse situations as required.
14. Manages and responds to emergency and/or crisis situations as required; serves as liaison with administrators, parents, community members, other agencies, and media as directed.
15. Leads and evaluates all safety and security activities and initiatives in the school system.
16. Directs and coordinates the Crisis Response Team for the school system.
17. Reviews and edits the Student Code of Conduct and Employee Safety Manual.
18. Prepares documentation for the Superintendent relative to School Board Discipline Hearings.
19. Coordinates and directs the School Resource Officer Program as liaison between the Trussville Police Department and the school system.
20. Prepares the Annual School Safety and Discipline Report. ALSDE Assurance of Compliance Form, and other reports relative to school safety and student services as required and/or assigned by the Superintendent.
21. Guides the development, implementation, and evaluation of school safety measures, student privacy laws, FERPA/HIPPA, residency issues, and drug testing.
22. Adopts textbooks with teacher committees.
23. Promotes and supports non-traditional, innovative approaches that facilitate student learning.
24. Utilizes multiple data sources to promote goal attainment and high academic standards for all students.

25. Identifies, mentors, and develops prospective school leaders for the purpose of succession planning for school leadership positions.
26. Plans and directs a program for the recruitment, selection, assignment, supervision, and evaluation of the best qualified teachers and building personnel.
27. Works with legal staff on personnel and other related matters as appropriate.
28. Coordinates the maintenance of personnel files, on-the-job injuries, employee drug testing, background checks, response to surveys and information requests, employee profiles, and other related functions.
29. Reports potential problems, unusual events, or work irregularities to the Superintendent.
30. Oversees and monitors system testing and security. Reports system wide test scores and makes recommendations for improvement.
31. Works with principal and teacher committees in organizing and coordinating grade level departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program throughout the district.
32. Oversees assignments of intern/student teachers and external research studies.
33. Coordinates and monitors all accreditation activities.
34. Assists with maintaining and developing programs at the Alternative Learning Center.
35. Ensures compliance with attendance and truancy laws, policies, and procedures.
36. Serves as the district compliance officer for OCR, Title IX, and race relations.
37. Monitors and coordinates needs for DHR, Social Services and mental health.
38. Assists in the clarification of school attendance zones and the assignment of students to schools within that zone.
39. Serves on school system committees, task forces, and representative groups as required.
40. Assumes other reasonable job-related duties as assigned by the school system Superintendent.

Board Approved: July 16, 2018

Amended: May 20, 2019