



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Deputy Superintendent of Operations, Finance,
Administrative Services and Technology

Salary Block: 110

Reports To: Superintendent of Schools

Terms of Employment: 226 Days

Exemption Status: Exempt

Primary Purpose:

Provides primary leadership and assumes responsibility for the planning, operation, supervision, and evaluation of the departments of finance, facilities and construction, administrative services, operations, and technology. Serves as the District advisor in the development and maintenance of annual budget and long-range financial projections, planning and analysis of current programs, support systems, technical assistance and provides support to schools and departments. Adheres to federal/state laws and regulations as well as district policies, regulations, and procedures.

Qualifications:

Education/Certification:

- Bachelor's Degree
- Valid Driver's License
- Superintendent's Certificate (preferred)

Knowledge/Skills:

- Must have the ability to direct staff and collaborate with schools and community toward increased performance of district services in support of the SISD mission
- Must possess exceptional organizational, communication, presentation, public relations, and interpersonal skills to engage an executive leadership team
- Ability to facilitate group processes in consensus building, conflict resolution, solution planning, and decision making
- Knowledge of school finance, budget development and implementation, and support services delivery systems
- Working knowledge of the Texas Education Code, Texas Administrative Code, and State Board and Federal rules and regulations governing school district operations
- Knowledge of organizational management theory and practice

Experience:

- Ten (10) years of senior level campus and/or district administrative experience

Major Responsibilities and Duties:

1. Develops, implements, and assesses assigned programs for attainment of the district's mission and goals.
2. Provides an effective support system and technical assistance programs at district and campus levels.
3. Develops and implements systematic processes for needs identification, establishment of programs, goals and learner objectives, development of program plans, pilot testing, field testing, and evaluation and revision or programs.
4. Ensures programs are consistent with site-based decision-making concepts, as well as district, state, and federal guidelines.

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5. Interacts with district employees, parents, stakeholders, and community members regarding programs, goals, and objectives.
6. Ensures staff understands and supports student discipline policies and procedures.
7. Communicates the district's mission, Superintendent's initiatives, and board's goals as related to student achievement.
8. Analyzes federal, state, and local program mandates required of the district for assigned program areas.
9. Promotes appropriate use of assigned programs to further the education of students through collaborative and effective use of school policy.
10. Oversees preparation and administration of budgets for programs and assigned departments.
11. Approves purchases for assigned program needs.
12. Supervises and facilitates communication with the district's executive management team to ensure implementation of the district's vision and mission.
13. Keeps the superintendent abreast of critical issues and incidents within the district.
14. Assumes operational management of the district in the absence of the superintendent, addressing issues, assessing needs, and solving problems while meeting district goals.
15. Recommends to the superintendent specific policies, procedures, plans, and programs for attaining operating objectives, and assists in resolving major problems.
16. Works collaboratively with senior staff to ensure aligned support and services to schools, while focusing on improved teaching and learning.
17. Promotes an organizational climate that results in positive staff morale.
18. Supervises and evaluates activities for staff members in assigned programs.
19. Responsible for timely, accurate, and quality information and accountability in areas of responsibility.
20. Assists in the preparation of Board meeting agendas, action items of a routine or priority nature, and other timely reports.
21. Assists the superintendent in the selection of designated personnel.
22. Maintains effective working relationships with senior administrative staff and the school community.
23. Embraces and encourages acceptance of diversity.
24. Directs the operation of all financial, business, and operational affairs of the district including budgeting, accounting, payroll, purchasing, tax collection, bond issuers, debt management, risk management, department of technology services, facilities, construction, and operations.
25. Ensures that accounting systems comply with applicable laws and regulations in compliance with the Texas Education Agency and accepted financial accounting standards and best practices.
26. Working knowledge of the Texas Education Code, Texas Administrative Code, and the State Board and federal rules and regulations governing school district operations.
27. Oversees the development of long- and short-range maintenance plans/programs to ensure district resources are effectively utilized.
28. Directs projects to ensure completion within established time frames, project design and budget.
29. Assists with new construction, repair work, projects, equipment, work orders daily maintenance and supplies to ensure jobs are completed efficiently; specifications for major capital improvements are within local/State/federal regulations; and inspection reports and payment requests are authorized and approved.
30. Assists in updating and developing board and district policies, administrative regulations, and monitoring systems for all campuses; the development of the professional learning communities with principals focused on campus plans designed to improve student academic achievement of all student groups.
31. Oversees the leadership in the development, implementation, and coordination of all the district's Administrative Services Department.
32. Oversees the safety and security programs for the district.
33. Ensures that goals and objectives are developed using effective collaborative processes and problem-solving techniques.
34. Ensures that the necessary time, resources materials, and technology to support accomplishment of education goals are available.
35. Oversees all components of technology within the district in both instructional and administrative areas (personnel, equipment, budget, staff development, etc.).

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36. Oversees the management and coordination of all facility related functions, to include facility planning, facility construction, facility maintenance and operations.
37. Writes and delivers presentations to Board of Trustees or Superintendent regarding policies and practices associated with Financial Services, Operational Services, Administrative Services, and Technology Services.
38. Develops and interprets board policies, procedures, and guidelines.
39. Conducts periodic meetings with district personnel to plan, discuss, resolve issues, and to communicate information.
40. Attends board meetings, workshops, and retreats.
41. Maintains a high degree of visibility within the community and school district.
42. Supports the Superintendent in all areas of administrative decision-making and works toward achieving those decisions.
43. Assists the Superintendent in the daily operation of the school district.
44. Follows effective verbal and written communication with all stakeholders. Forms of communication may include but are not limited to phone calls (cell phone and land line), email, memos, newsletters, etc.
45. Upholds and adheres to safety rules and policies of the Socorro ISD safety program.
46. Supports the district's social media efforts that highlight the hard work of our students and staff as well increase communication with all stakeholders. (i.e., direct your X followers to newspapers, TV segments, and Twitter posts that feature campus and district accomplishments/news.)
47. Supports the goals and objectives of the school district and follows all district policies.
48. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
49. Demonstrates a high level of independent, ethical, and professional conduct.
50. Performs any other duties as assigned by the appropriate supervisor.
51. Provides optimal customer service to all students, employees, parents, community members, and any other stakeholders of the district.
52. Supports the district's social media efforts that highlight the hard work of our students and staff as well as increase communication with all stakeholders.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading: Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent use of computer; frequent district-wide travel; works with frequent interruptions; occasional prolonged and irregular hours.

This job description describes the general purpose, and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

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Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief Human Resources Officer at: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.
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