

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

TITLE: Assistant Superintendent of Operations

QUALIFICATIONS: Superintendent certification; Central Office experience preferred

REPORTS TO: Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

1. Supervises and evaluates Executive Director of Human Resources, Chief Operations Officer and Director of School Safety and Security.
2. Facilitates the implementation of board adopted policies and procedures.
3. Assists the Superintendent in policy and procedure revisions.
4. Oversees and is responsible for all residency processes and procedures.
5. Oversees efforts to attract and retain employees.
6. Assists with the oversight of central enrollment.
7. Serves as a mediator between building administration, staff, parents and students.
8. Advises the Superintendent on recommendations for reassignment, suspension or dismissal of employees.
9. Works with Chief Operations Officer to ensure safe, clean and attractive district sites.
10. Assists with the district long range planning committee.
11. Coordinates safe school, security reports and crisis management implementation.
12. Consults with the Superintendent in approving all expenditures for school district purchases in accordance to Oklahoma Cost Accounting System.
13. Serves as representative for the district with the United States Department of Education Civil Rights Data Collection.
14. Provides demographic updates to Superintendent and Board of Education to include class sizes, student enrollment, and personal data.
15. Attends board meetings and prepares reports upon request.
16. Abides by all district policies and state and federal laws.
17. Assists the administrative team in the review of policies and procedures to determine revisions, additions, and deletions.
18. Coordinates with the administrative team on the District's Calendar Committee.
19. Supervises the accreditation process.
20. Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Number of days and compensation based on Board approved administrative salary schedule and the employee work calendars. Must have Superintendent Certification or actively pursuing certification six months from hire date.

EVALUATION:

Job performance will be evaluated annually by the Superintendent.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.

Ability to lift up to 10 pounds frequently.

Revised:

Adopted: 02-01

Revised: 04-06

Revised: 10-09-06

Revised: 12-08-08

Revised: 08-24-10

Revised: 06-05-13

Revised: 12-8-14

Revised: 02-09-15

Revised: 01-14-19

Revised: 06-27-19