

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION**

ASSISTANT SUPERINTENDENT/EXECUTIVE DIRECTOR/CFO

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Administration	E/8/1-E/8/3	Exempt

CLASS SUMMARY:

The Assistant Superintendent/Executive Director/CFO is a standalone class. Incumbents are part of the superintendency and function as top managers for the District.

Based upon assignment, duties include administering, directing and coordinating all aspects of a District-wide process such as instruction, human resources, support services or finance including providing strategic direction in division of responsibility; assisting the superintendent develop annual resource allocations for the District; working with principals and administrators on issues and policy development and procedures; acting as liaison with Governing Board and employee associations; consulting with legal counsel as necessary to ensure compliance with state and federal legal requirements; providing programmatic recommendations at Governing Board, Superintendency, and cabinet meetings; managing resources including budget, personnel, and facilities; implementing broad-based decision making processes, and advising the Superintendent and governing board.

Incumbents supervise staff, performing the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.

The Assistant Superintendent/Executive Director/CFO is distinguished from other Administration classes by its focus on the provision of programmatic advice to the governing board on a regular basis.



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<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Works with principals and administrators on issues, policy development and procedures in area of assignment including advising as to processes, legal requirements, and ultimate decisions with regard to issues such as human resources, finance, instruction, and support services.	Daily 25%	E/8
Oversees recruitment, hiring and management of staff including professional development, training, monitoring, evaluation, and discipline.	Daily 20%	D/6
Manages resources to include budget, personnel, and facilities by preparing, maintaining, and providing controls.	Daily 20%	D/6
Maintains ongoing effective communication with district administration, schools, community, and staff to include policy and budget issues.	Daily 5%	E/8
Provides programmatic recommendations at Governing Board, Superintendent, and cabinet meetings and provides programmatic advice to the Superintendent and Governing Board as needed.	Daily 5%	E/8
Oversees analysis, maintenance, and communication of records required by law such as personnel files, transfer documents, retirement information, leaves, and discipline actions, financial records, etc. including making final decisions on record keeping requirements and procedures.	Weekly 5%	D/6
Acts as liaison with governing board and legal counsel regarding issues and policy development in area of assignment including leading committees to address issues of concern.	Monthly 5%	E/8
Performs other duties of a similar nature and level as assigned.	As Required	



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Position Specific Responsibilities:

Positions assigned as Assistant Superintendent are responsible for:

- Serving as a member of the superintendency managing District-wide functions such as human resources, support services, or instructional services and meeting the minimum qualifications as stated including the Arizona Superintendent's Certificate.

Positions assigned as Executive Director are responsible for:

- Serving as a member of the superintendency managing District-wide functions such as human resources, support services, or instructional services and meeting the minimum qualifications as stated without the Arizona Superintendent's Certificate.

Positions assigned as Chief Financial Officer (CFO) are responsible for:

- Serving as a member of the superintendency overseeing District-wide financial operations and meeting qualifications as stated including a Master's Degree in business, finance or related field.

Training And Experience:

Master's Degree in appropriate discipline and, based upon assignment, six years experience in a directly related field are required; three years management experience may be required; doctorate degree or MBA may be preferred based upon assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- Based upon assignment, may require AZ Superintendent's Certificate;
- Based upon assignment, may require AZ Fingerprint Clearance Card.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Subject matter in area of assignment;
- Safety procedures;
- Budgeting and accounting; and
- Management principles and policies.



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Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Use of a variety of office and school equipment;
- Communicating effectively, both orally and in writing;
- Leadership, training and decision making;
- Customer service and public relations;
- Counseling, conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

