



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Deputy Superintendent
Reports To: Superintendent
FLSA Status: Exempt
Prepared By: Superintendent – DC
Approved By: Human Resources
Prepared Date: 11/2014
Last Revised Date: 11/2014

Summary:

In collaboration with the Superintendent, the Deputy Superintendent helps lead, administer, and oversee the internal operations of the Agency, thus allowing the Superintendent to also effectively lead the many external relationships on a local, county, regional, state, and national level required for KRESA to be a leader in educational excellence. The Deputy Superintendent establishes or recommends, under the direction and with the collaboration of the Superintendent, major strategic objectives, economic strategies, and policies for the Agency. The Deputy Superintendent directly manages the financial, facilities, technology, human resources, transportation, truancy/attendance, and pupil accounting office functions of the organization either personally or through other administrative personnel.

Essential Duties and Responsibilities:

- The Deputy Superintendent establishes or recommends, under the direction and with the collaboration of the Superintendent, major strategic objectives, economic strategies, and policies for the Agency
- Counsels Assistant Superintendents on internal decisions and program issues
- In collaboration with the Superintendent and Cabinet, ensure the Strategic Plan is a vibrant guiding force for the Agency
- Attends a wide range of various meetings representing Kalamazoo RESA at board meetings, state and county-wide meetings, Superintendent's Meetings, councils, committees, and project management teams in an effort to collaborate on issues driving educational excellence
- Establishes effective relationships and communication avenues with local districts' Business Managers and Superintendents
- Oversees the financial affairs of the Agency
- Directs preparation of budgets, reviews budget proposals and prepares reports which summarize and forecast business activity and financial position
- Leads the risk management functions including securing insurance coverage for protection against property losses and potential liabilities and under the authorization of the superintendent, oversees emergency response and school closing decisions
- Provides leadership to the Maintenance and Operations department, Energy Management program, and outsourced services
- Guides the Technology and Media Services Department
- Provides oversight to the Human Resources Department on elevated personnel and legal matters
- Oversees all employee compensation and benefits programs to ensure they meet all financial and organizational objectives in collaboration with the Director of Human Resources

Essential Duties and Responsibilities (cont.):

- Responsible for bidding process to include RFP's when required, contract awarding, and contract management in areas such as but not limited to – Energy Management, Food Service, Transportation, Custodial Services, Maintenance and Facilities projects
- Recommends modifications to existing programs in the best interest of the organization
- Ensures preparation of reports required by regulatory agencies
- Acts as the Kalamazoo RESA Foundation Treasurer and Finance Committee Chair
- Advises the superintendent on desirable operational adjustments due to legislative and/or tax code revisions
- Responsible for general compliance monitoring to include transparency reporting requirements, board policy requirements, and compliance with reporting deadlines
- Oversees the Truancy/Attendance Office and addresses elevated issues
- Oversees the Pupil Accounting Office
- Provides charter school oversight to include monitoring plans, reporting, compliance and contract adherence
- Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism
- Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients
- Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Supervisory Responsibilities:

- Manages 3-5 Directors/Administrators who oversee employees within the Finance, Technology Services, Media, Human Resources, Transportation, Truancy/Attendance, Pupil Accounting and Facilities Management Groups. Responsible for the overall direction, coordination, and evaluation of these units.
- Directly supervises 10-15 administrative support employees.
- Member of the MiCase Governing Board.
- Operates as Acting Superintendent of the Youth Advancement Academy.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience:

- Master's Degree required.
- Master's Degree or higher in Educational Leadership preferred.
- Five years of successful experience in educational leadership.

Certificates, License, Registration:

- Valid State of Michigan Administrative Certificate preferred.

Other Skills & Abilities:

- Effectively present information and engage audiences to increase the understanding and visibility of Kalamazoo RESA programs and services
- Delegates work assignments appropriately
- Works to create a culture of excellence in a compassionate, trustworthy, and respectful manner
- Strong written and verbal communication skills and advanced computing skills including word processing, spreadsheets, database and internet access.
- Excellent organization and project management skills.
- Ability and desire to read and clearly interpret and summarize reports, legislation, regulations, contracts, and other key written material.
- Relentless drive to solve problems in an innovative, collaborative, and trustworthy manner.
- Ability to read, analyze and interpret data to ensure KRESA makes data-informed decisions
- Ability to write reports, correspondence, policies and procedures in a clear manner
- Maintains confidentiality in order to develop high levels of trust
- Displays willingness to support and make decisions with sound judgment in timely manner
- Develops and supports innovative strategies to achieve department goals
- Relentless work ethic to perform duties with excellence
- Adapts to frequent changes in the work environment
- Practices positive, safe, and inclusive work habits

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.