



# NOTICE OF VACANCY

## Sheffield City Schools

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### ASSISTANT SUPERINTENDENT, FTE-1.00, System-wide

- Category:** Certified
- Contract Period:** 12 months
- Qualifications:** Master's degree from an accredited university with specialization in the area of administration, supervision, and evaluation of educational programs. Valid Alabama teaching certificate. Minimum of five (5) years successful administrative experience. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 202-457.
- Salary Schedule:** Salary to be based on the assistant superintendent salary schedule
- Deadline:** Open until filled
- Other Information:** Applicant must have excellent people skills. Person will be available system-wide. **SEE ATTACHED JOB DESCRIPTION**
- Posted:** August 29, 2023

**This position IS posted with SearchSoft. All applications MUST be submitted through SearchSoft.**

#### General Information for Applicants

1. Applications must be completed online with SearchSoft – (TEACH in ALABAMA) with ALSDE.
2. Applicants are subject to criminal and other background checks.
3. Depending on possible changes in enrollment, personnel transfers, or other factors, the position to be filled may be different from the indicated vacancy.
4. **Nondiscrimination Statement:** The Sheffield City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies, Carlos Nelson, Deputy Superintendent or Julie Box, Special Education and 504 Coordinator, 300 West Sixth Street, Sheffield, AL 35660, 256-383-0400

DECLARACIÓN DE NO DISCRIMINACIÓN: El sistema escolar de la ciudad de Sheffield no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad, o edad en sus programas y actividades, y ofrece igualdad de acceso a los Boy Scouts y otros grupos de jóvenes designados. Las siguientes personas han sido designados para recibir consultas sobre las políticas de no discriminación: Educación Especial y Coordinador de 504, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400; Coordinador de Programas Federales, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400.

**Sheffield City Schools**  
**Job Description – Assistant Superintendent**

**POSITION TITLE:** Assistant Superintendent

**QUALIFICATIONS:**

1. A valid Alabama certificate as an Administrator.
2. A Master's degree from an accredited college or university with specialization in the area of administration, supervision, and evaluation of educational programs.
3. At least five years' experience as a school administrator, preferably as a director of district-wide programs or member of the central administrative staff with direct staff responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**JOB GOAL:** Plans, organizes, leads, directs, and coordinates a variety of programs, projects, and activities related to the function of teaching and learning. Provides administrative leadership to the local principals in the administration and operation of his/her school in developing, achieving and maintaining an excellent instructional program and support services to provide the best possible environment for learning.

**SUPERVISES:** **Instructional Programs Associated with:**

- Accreditation/Assist
- Arts Education
- At-Risk Programs
- Career and Technical Education
- Curriculum and Instruction
- Professional Learning
- School Safety
- Technology Programs

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Provides administrative and technical expertise regarding assigned functions; formulate and develops policies and procedures, reviews and evaluates services and makes necessary adjustments.
2. Develops and continually assesses academic standards, content standards, and academic progress as they relate to measurable school performance and student outcomes.
3. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files; assures accuracy of federal and state reporting in regard to the functions of teaching and learning.
4. Communicates with other administrators, system employees, and contacts to coordinate activities and programs, resolves issues and conflicts, and exchanges information to assure effective and productive services.
5. Supervises and evaluates the performance of other executive staff, makes recommendations for assignments of personnel, coordinates and arranges for appropriate training for subordinates.

6. Assists in the development of the annual budget for teaching and support, analyzes and reviews budgetary and financial data, monitors and authorizes expenditures in accordance with Superintendent approval.
7. Monitors and reviews existing and proposed laws and regulations affecting teaching and learning.
8. Assumes responsibility for acting as a representative of the Sheffield City Board of Education.
9. Assess, with the principal, all programs in each school and assist in the modification of programs.
10. Assists principals in assessing academic standards, content standards, and academic progress as they relate to measurable school performance and student outcomes.
11. Assists principal in developing and implementing long and short-term plans and activities including recommended prioritization of resources.
12. Assists principal in interpreting and adhering to all laws, policies and procedures relating to school operations.
13. Assists with evaluating and recommending professional development plans for school principals.
14. Assists in interviewing and evaluating potential candidates for school administrative, certified, and classified positions.
15. Assumes responsibility to perform such other tasks and assumes other responsibilities as may be assigned by the Superintendent.

**TERMS OF EMPLOYMENT:** Twelve months. Salary to be established by the Board.

**EVALUATION:** Performance will be evaluated in accordance with provisions of the evaluation procedures of the Sheffield City Board of Education.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.

*Revised: November 28, 2022  
Revised October 24, 2016*