



DEPUTY SUPERINTENDENT OF SCHOOL SUPPORT

JOB POSTING

ROLE: DEPUTY SUPERINTENDENT OF SCHOOL SUPPORT

LOCATION: CHARTER INSTITUTE AT ERSKINE

REPORTS TO: SUPERINTENDENT AND DIRECTOR

SALARY RANGE: \$100,000 - \$130,000

FLSA STATUS: EXEMPT

GENERAL STATEMENT OF JOB

Under the direction of the Superintendent and Director, The Deputy Superintendent of School Support provides leadership in the planning, organization, and coordination of school support for Institute schools across South Carolina. It is expected that the Deputy Superintendent of School Support will build synergistic partnerships among principles, parents, businesses, and other community stakeholders in the education process. As a representative of the Institute, the Deputy Superintendent of School Support will work collaboratively with the Institute team, the South Carolina Department of Education and its representatives, by serving as a liaison to schools and coordinating purposeful and collaborative responses to emergencies or events of a time sensitive nature, as well as cross agency programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE DEPUTY SUPERINTENDENT OF SCHOOL SUPPORT

- **Duties and Responsibilities**
 - Assists the Superintendent and Director with the implementation of the District's strategic plans for education change and initiatives for the future while assuring that the plans are implemented, monitored, and updated.
 - Provides administrative oversight and support through modeling and encouraging a dynamic, innovative, and effective school leadership
 - Works closely with other Deputy Superintendents, Chiefs, Directors and members of the School Support and Communications teams.
 - Oversees the team who manages PEBA, including enrollment, terminations, transfers, open enrollment, and problem solving.
 - Attends school board meetings to represent the Institute.
 - Represents the Institute and maintains strong relationships with schools during school visits.



- Oversees and monitors Institute Communications' efforts- internal and external.
 - Supervises the development and implementation of communications strategies, standards, and practices to promote the Institute's vision.
 - Builds and maintains relationships with internal and external key stakeholders to ensure proper dissemination of information from the Institute.
 - Serves as a mentor for year zero and year one school leaders within the Institute and provides support to develop high-level instruction in Institute schools.
 - Supports school leaders with development, delivery, and evaluation of professional development programs with the goal of increasing student achievement.
- **Professional Duties and Responsibilities**
 - Works in the best interest of the Institute and its schools and puts the students and the mission of the Institute as a top priority.
 - Willing to serve the schools and students of South Carolina.
 - Commits to the learning and use of new software and technology.
 - Regularly tracks and logs the process of on-going projects.
 - Participates in staff meetings, trainings, conferences, and professional development sessions.
 - Communicates effectively with colleagues and supervisors on a regular basis.
 - Maintains confidentiality as required by the Institute and the law.
 - Ability to travel within the State of South Carolina to conduct school visits.
 - Other duties as assigned.

KEY BEHAVIORAL COMPETENCIES AND QUALIFICATIONS

- **Interpersonal Communication:**

Requires the ability of speaking and/or signaling people to convey or exchange information.
- **Language Ability:**

Requires the ability to speak before audience with poise, voice control and confidence.
- **Verbal Aptitude:**

Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages.
- **Interpersonal Temperament:**

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.



BACKGROUND, EXPERIENCE AND EDUCATION

- Bachelors's degree required.
- Proven experience organizing and directing multiple teams and departments.
- Experience with overseeing insurance, such as PEBA
- Excellent communicator in written and verbal form.
- Extremely versatile and dedicated to efficient productivity.
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook.
- Ability and availability to travel within the state frequently.
- High degree of flexibility.
- Ability to thrive in a fast-paced work environment.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee if hired. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.