

LT

**ASSISTANT SUPERINTENDENT  
(Group of Active Classes)**

<b>ASSISTANT SUPERINTENDENT, COMMUNICATIONS &amp; COMMUNITY OUTREACH</b>	<b>00240</b>
<b>ASSISTANT SUPERINTENDENT, FINANCIAL SERVICES</b>	<b>00280</b>
<b>ASSISTANT SUPERINTENDENT, HUMAN RESOURCES</b>	<b>00350</b>
<b>ASSISTANT SUPERINTENDENT, INFORMATION TECHNOLOGY</b>	<b>00320</b>
<b>ASSISTANT SUPERINTENDENT, INSTRUCTIONAL SERVICES</b>	<b>00300</b>
<b>ASSISTANT SUPERINTENDENT, PROFESSIONAL LEARNING &amp; ACCOUNTABILITY</b>	<b>00700</b>
<b>ASSISTANT SUPERINTENDENT, SPECIAL SERVICES</b>	<b>00575</b>

**Definition**

Plans, directs, manages, and evaluates all Fairfax County Public Schools (FCPS) department programs and services; serves as the liaison between the School Board and the department supporting the division's goals, regulations, policies, and the department's mission; and performs related duties as required or assigned.

**Typical Tasks** (illustrative only)

Develops and implements a mission and a shared vision of the future for offices under its span of control, ensuring alignment with the FCPS overall strategic vision, mission, goals, and objectives; represents FCPS on department-specific matters at the national, state, regional, and local levels; serves as an FCPS Leadership Team member working with the School Board, Fairfax County Board of Supervisors, citizens, interest groups, and the business community on department related matters, is responsible for improving the quality of services, products, and processes through training, automation, and redesigning of business processes and practices; assumes programmatic, fiscal, and personnel responsibility for the department; oversees all department offices; ensures compliance with federal, state, and local legislation; maintains knowledge of all department-related trends; recommends, evaluates, and participates in staff development for the department; and assumes corollary duties, as assigned.

**Supervision Received/Given**

Receives broad direction from the division superintendent. Oversees the recruitment, selection, assignment, supervision, and evaluation of departmental personnel. Serves as point of contact for the School Board, Fairfax County Board of Supervisors, public entities, and the business community.

**Education/Experience/Skills**

Any combination of education and experience equivalent to a master's degree (doctorate preferred) in a field appropriate to assignment, plus eight-years of progressively more responsible experience in the specialty of the assigned department, some of which must have been in a supervisory capacity.

**-or-**

Postgraduate Professional License (master's degree with doctorate preferred) in a field appropriate to assignment with endorsement(s) in field of specialization and appropriate supervisory and/or administrative endorsements, plus eight years of progressively more responsible experience in the specialty of the assigned department.

**-and-**

**Education/Experience/Skills** (continued)

Can demonstrate broad knowledge of the principles, practices, methods, and theories of modern management and current trends related to assignment; ability to manage fiscal, physical, and human resources necessary to carry out the diverse functions and programs of the department; ability to establish and maintain collaborative working relationships with school and department-based personnel, officials, and citizens; demonstrated ability to think strategically; ability to plan, formulate, and execute policies and programs; ability to explain and interpret FCPS regulations, policies, and rules to individuals and groups in order to gain compliance, cooperation, and understanding; ability to analyze a variety of administrative, operational, and fiscal problems and make sound recommendations for solutions; ability to develop establish effective cooperative working relationships with officials, including the ability to develop consensus that accommodates conflicting interests and viewpoints; ability to create an organizational culture of client-centered service; ability to manage a large staff through subordinates; and ability to communicate effectively, both orally and in writing.

**Assistant Superintendent, Communications & Community Outreach**

**Definition:** Plans, directs, manages, and evaluates all FCPS Department of Communications & Community Outreach programs, services, and personnel to include the offices responsible for communications, community relations, business relations, and parent and family involvement. Supports the School Board in their linkages to stakeholders and serves as liaison between the School Board, parents, and community and business groups, and the Department of Communications & Community Outreach.

**Education/Experience/Skills** (in addition to above): Master's degree (doctorate preferred) in communications, education, public administration, business administration, or a closely related field; plus eight years of progressively more responsible experience in developing and managing complex multimedia communication programs and and/or experience developing and managing programs to develop and enhance community and business partnerships. Knowledge of the principles and practices of public school system policies and communications outreach programs; and knowledge of federal, state, and local regulatory requirements applicable to the FCPS communications and community outreach programs.

**Assistant Superintendent, Financial Services**

**Definition:** Plans, directs, manages, and evaluates all FCPS Department of Financial Services programs, services, and personnel to include the offices responsible for budget, finance, payroll management, food and nutrition services, and supply operations; serves as liaison between the School Board, community groups, and the Department of Financial Services; and serves as a trustee and the treasurer on the Educational Employees' Supplementary Retirement System.

**Education/Experience/Skills** (in addition to above): Master's degree (doctorate preferred) in public administration, business administration, or a closely related field; plus eight years of progressively more responsible experience in fiscal management. Knowledge of the principles and practices of public school system policies, finances, management, and budgeting methods, supply operations, and food and nutrition programs; knowledge of federal, state, and local regulatory requirements applicable to the FCPS financial and budgetary activities; knowledge of the funding process in a public school system environment as related to budgeting, cost accounting, financial planning, and management; and knowledge of public finance, including auditing, accounting, debt issuance, and budgeting.

**Assistant Superintendent, Human Resources**

**Definition:** Plans, directs, manages, and evaluates all FCPS Department of Human Resources programs, services, and personnel to include the offices responsible for benefit services, recruitment and staffing, employee performance and development, equity and compliance, salary administration, position classification and organizational development; and serves as liaison between the School Board, community groups, and the Department of Human Resources.

**Education/Experience/Skills** (in addition to above): Master's degree (doctorate preferred) in public administration, business administration, psychology, or a closely related field; plus eight years of progressively more responsible experience in human resources management. Knowledge of the principles and practices of public school system policies and human resources programs; and knowledge of federal, state, and local regulatory requirements applicable to the FCPS human resources programs.

**Assistant Superintendent, Information Technology**

**Definition:** Plans, directs, manages, and evaluates all FCPS Department of Information Technology programs, services, and personnel to include the offices responsible for technology integration, technology infrastructure, knowledge asset management, and customer products and services; and serves as a liaison between the School Board, community groups, and the Department of Information Technology.

**Education/Experience/Skills** (in addition to above): Master's degree (doctorate preferred) in computer science, public administration or a related information-based field; plus eight years of progressively more responsible experience in managing information technology programs and services. Knowledge of the principles and practices of process innovation and reengineering/redesign to provide staff and customers with timely and convenient access to information and services through the use of technology; knowledge and understanding of information technology directions, trends, and the strategic business impact of key business and information technology initiatives; ability to predict, analyze, and manage cultural and technological changes within the organization; and ability to drive enterprise technology objectives.

**Assistant Superintendent, Instructional Services**

**Definition:** Plans, directs, manages, and evaluates all FCPS Department of Instructional Services programs, services, and personnel to include offices responsible for elementary, middle, and high school curriculum and instructional programs; adult and community education; English for speakers of other languages; instructional technology; career and technical education; staff development training; and early childhood and family services; and serves as liaison between the offices, the School Board, community groups, and the Department of Instructional Services.

**Education/Experience/Skills** (in addition to above): Postgraduate Professional License (master's degree with doctorate preferred) in school administration or related field with endorsements in curriculum and/or administrative fields, plus eight years of progressively more responsible experience in curriculum development and instruction, adult and community education, professional technical studies, and appropriate supervisory and/or administrative endorsements. Knowledge of the principles and practices of school administration and of current educational trends; knowledge of the methods, materials, procedures, and practices in the field of instructional program administration; and knowledge of federal, state, and local regulatory requirements applicable to instructional programs and curriculum development.

**Assistant Superintendent, Professional Learning and Accountability**

**Description:** Plans, directs, manages, and evaluates all FCPS Department of Professional Learning and Accountability programs, services, and personnel to include offices responsible for meeting the division-wide training and development needs of all FCPS employees including teacher training, leadership development, career development, and support employee training and offices responsible for educational planning, minority student achievement, program evaluation, and student testing. Serves as the liaison between the School Board, community groups, and the Department of Professional Learning and Accountability.

**Qualifications:** Master's degree (doctorate preferred) in education, educational testing, statistics, human resources, training, personnel development, or a related field, plus eight years of progressively more responsible experience in career development, educational testing, statistical analysis, staff development, data management, curriculum development and instruction, and/or adult education. Knowledge of the principles and practices of career and staff development and data management; knowledge of the methods, materials, and procedures for leadership development; teacher and support employee career development and training; knowledge of federal, state, and local regulatory requirements applicable to FCPS testing and achievement analysis programs and to adult professional learning and development; and ability to determine, analyze and manage development and training data.



**Revised: September 2009**

**Established: April 2003**