

Shelby County Schools
Position Description
Assistant Superintendent of School Leadership and
Campus Safety

Minimum Qualifications and Training

- Master's Degree in Educational Administration and Supervision
- A valid Tennessee professional teacher's license required
- A minimum of five (5) years of administrative or supervisory experience in an educational setting
- Ability to work across academic disciplines with varied audiences.
- Proficient in the use of computer applications including spreadsheets, databases and word processing
- Strong group processing and presentation skills
- Excellent oral and written communication skills
- Such alternatives to the above qualifications as the Superintendent may find appropriate or acceptable

Reports To: Superintendent/Deputy Superintendent

Goals: Provides leadership in identifying, developing, achieving and maintaining the best possible educational programs, practices, and services.

Responsibilities:

- Provides leadership in establishing a comprehensive program to identify, recruit, and train prospective school administrators and assist them in becoming effective educational leaders.
- Plans and develops innovative programs to assist current SCS school administrators in the ongoing development of leadership skills.
- Develops procedures and monitors the equitable disposition of disciplinary actions across the school system.
- Reviews disciplinary hearing authority appeals and student transfer appeals.
- Evaluates and assists principals in maintaining a safe and secure learning environment.
- Supervises the SCS school security employees.
- Assists in the preparation of the budget and administers budget in accordance with required procedures.
- Communicates the district's philosophies and policies on school safety and campus security to staff, students, parents and the community.

- Supervises the preparation of reports and makes recommendations to the Superintendent and the Board of Education in regard to all aspects of campus safety and security.
- Keeps abreast of current knowledge of governmental statutes, regulations and rules relating to school security and campus safety.
- Represents the district on various state committees, councils, and commissions related to campus safety and security.
- Performs other duties as needed or requested by the Superintendent.

The Assistant Superintendent of School Leadership and Campus Safety maintains a forty-hour (40) workweek and works additional hours as required to carry out all of the duties and responsibilities of the position. This is a twelve (12) month position.