



Area Superintendent

Reports to: Superintendent

Structure/Grade: Executive RGS

Division: Superintendent's Office

Workdays: 246 Days

Position Summary

Provide direct supervision and support to school principals, ensuring the achievement of premier educational programs and services while fostering instructional leadership and building productive partnerships. Assume full responsibility for the function, contributing to the overall strategy of the organization. Provide leadership and direction to multiple teams through lower-level leadership and management. Create and inspire the organization's overall vision, mission, and strategic goals.

Essential Job Duties

- Oversee the instructional leadership of principals and ensure they manage the day-to-day operations of schools effectively.
- Support and supervise the establishment and sustainability of high-performing instructional programs, emphasizing collaborative processes for a shared vision, mission, and rigorous curriculum standards.
- Work with educational stakeholders to support school functions and develop inclusive partnerships characterized by productive relationships for mutual accountability.
- Determine appropriate types of interaction to provide support for principals in specific situations while implementing a well-developed evaluation system that emphasizes instructional leadership.
- Support and supervise collaborative processes engaging instructional staff in evidence-based, innovative practices that enhance teaching, learning, and assessment outcomes.
- Ensure systematic practices are in place for implementing explicit curriculum standards across all aspects of the instructional program.
- Utilize data effectively for continuous improvement in decision-making processes related to teaching quality, learning outcomes, equity, and safety within schools.
- Establish local school governance structures and manage resource allocation processes to support learning objectives while maintaining equity and safety standards.
- Apply vast experience with macro-level strategies to guide organizational impact on education quality through clear visioning exercises aimed at strategic goal setting.
- Oversee the development and implementation of policies and procedures required to meet regulatory requirements, operational targets, and financial goals.
- Support the professional growth of staff by providing direction, support, and constructive feedback.
- Develop long-term talent plans to executive organization strategies.
- Perform additional duties as assigned.

Qualifications

- Master's degree or greater in Education, Education Administration, or a closely related field with 10+ years of experience required.
- Experience should include a minimum of 10 years of experience in education, including classroom teaching and school leadership experience.
- A minimum of 3 years of successful service as a principal is preferred.



- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above.

Knowledge, Skills, and Abilities

- Knowledge of DCSD policies and procedures
- Knowledge of educational leadership practices and protocols
- Knowledge of all relevant federal, state, and local policies and laws
- Knowledge of evidence-based instructional practices, formative assessment practices, and instructional resources available from area office staff and state agencies
- Knowledge of programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment
- Ability to share a compelling vision and strategic direction that inspires others to action, setting high standards and leading others through change
- Ability to apply vast experience, knowledge of macro and micro factors, and clear vision to guide the organization's impact
- Ability to solve highly complex multi-dimensional problems
- Ability to create overall organizational growth strategies internally and influence the external marketplace
- High level of financial literacy, and the ability to maintain accountability for financial plans and goals
- Ability to oversee policies and processes that have significant operational and financial impact on the organization
- Ability to make critical strategic decisions that have a significant impact on the organization
- Strong leadership and team-building skills, with the ability to lead managers and senior managers and align teams toward common goals
- Superior communication skills and the ability to interact with and influence other organization and industry leaders
- Ability to represent the organization internally and externally, and coordinate and collaborate with federal, state, regional, and local organizations

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: 05/30/2024



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