



LIBERTY HILL ISD

# Office of Human Resources

## Job Description: Deputy Superintendent

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**Job Title:** Deputy Superintendent

**FLSA:** Exempt

**Reports to:** Superintendent

**Funding Source:** General Funds

**Dept/Campus:** Executive Office

**Pay Grade:** 609

**Date Revised:** April 2025

**Contract Term:** 226 Days

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### PROFILE OF A LIBERTY HILL EDUCATOR

Liberty Hill ISD Educators are compassionate leaders, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

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### PRIMARY PURPOSE

Oversee the operation of several or all districtwide divisions. Support the superintendent in all areas of administrative decision-making and work toward achieving those decisions.

### QUALIFICATIONS

#### Experience

Ten years of successful administrative and leadership experience in a public school system at the principal and central administration level; Principal supervision and district-wide administration experience required.

#### Education/Certification

- Master's degree in education, business administration, or equivalent
- Valid Texas superintendent

### SPECIAL KNOWLEDGE/SKILLS

- Knowledge of district-level division operations
- Knowledge of school law and hearing procedures
- Knowledge of educational philosophy, research, strategies, laws, and policies
- Knowledge of curriculum and instruction theory and practical application
- Skill in leading efforts to design, implement, measure, and improve educational programs and services
- Ability to manage strategic change for the organization
- Ability to interpret policy, procedures, and data

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- Ability to manage budget and personnel
- Strong communication, public relations, and interpersonal skills

### **Major Responsibilities and Duties:**

#### **District Management**

- Provide organizational leadership to assigned departments as directed by the superintendent.
- Assist the superintendent in the daily operation of the school district.
- Serve as acting superintendent in the superintendent's absence.
- Develop, recommend, implement, and evaluate long-range plans and projects as directed by the superintendent.
- Oversee budget preparation for assigned departments and schools and make recommendations to the superintendent.
- Oversee forecasting of student enrollment and personnel needs for schools and assigned areas and make recommendations to the superintendent.
- Ensure a high degree of uniformity in school-related curricular and extra-curricular activities.
- Oversee the evaluation of campus administration with the assistance of the assistant superintendents.
- Oversee and implement zoning of district schools and conduct public forums as needed.
- Oversee development of the district's academic calendar.

#### **Policy, Reports, and Law**

- Develop, maintain, and use information systems and records necessary to show progress on performance objectives that address academic excellence indicators, campus improvement plans, and district long-range plans.
- Ensure implementation and compliance of policies established by federal and state law and State Board of Education rules, and local board policy.
- Assist the superintendent with governmental relations, working with area, state, and national legislators to gather data and information to assist in interpreting the impact of legislation on the district.
- Ensure administration is aware of developments and changes in state, federal, and local laws affecting education.

#### **Personnel Management**

- Conduct investigations related to allegations of misconduct or impropriety by district staff as requested by the superintendent.
- Oversee the assignment or reassignment of personnel.
- Oversee employment contracts administration and contract renewals.
- Select, train, evaluate, and supervise department staff and make recommendations relative to assignment, retention, discipline, and dismissal.

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- Develop training options and improvement plans for department staff to enhance the effectiveness of department operations.

### Communication and Community Relations

- Facilitate communication and collaboration among assigned department personnel, district personnel, and campus administrators to enhance service delivery, program development, and customer satisfaction.
- Maintain a high degree of visibility within the community and school district.
- Demonstrate awareness of district and community needs and initiate activities to meet those needs.
- Represent the superintendent and district before school and community groups and governmental bodies as requested.
- Advise and provide information to the superintendent's staff, Board of Trustees, district administrators, and others as necessary

### Other

- Attend board meetings and make presentations when appropriate and/or requested.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Compile, maintain, file, and present all reports, records, and other documents as required.
- Follow district safety protocols and emergency procedures.

### Supervisory Responsibilities

- Supervise, evaluate, and recommend the hiring and firing of assigned personnel.

### Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals
- **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- **Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds)
- **Environment:** May work prolonged or irregular hours; frequent district-wide travel; occasional state-wide travel and out-of-state travel
- **Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

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Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_