

WOODRIDGE SCHOOL DISTRICT 68
Administration Office

TITLE: **DEPUTY SUPERINTENDENT (STIPEND)**

QUALIFICATIONS:

1. Doctorate in Education and an IL Professional Educator License with an administrator endorsement.
2. At least five years of school administrative experience.
3. Considerable knowledge of public administration with demonstrated skills in leadership, communication, and organizational management is required.
4. Such additional qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Such staff members as the Superintendent may designate.

JOB GOAL: The Deputy Superintendent is responsible for overseeing the day-to-day operations of all facets of school district programs. The Deputy Superintendent is also responsible for building and maintaining a competent team of district leaders; evaluating principal and executive level/cabinet member performance; providing information and serving as a resource to cabinet, principals and teachers; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as the Superintendent when Superintendent is absent.

STIPEND PERFORMANCE RESPONSIBILITIES:

1. Assumes the essential functions of the Superintendent's role in Superintendent's absence.
2. Evaluates principals and any other administrators as directed.
3. Performs such other duties and assumes such other responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: Stipend to be established by the Board of Education.

EVALUATIONS: Performance of this position will be evaluated in accordance with provisions established by the policies of the Board of Education.

Adopted: Board of Education
Woodridge School District
May 19, 2025