

# ROCHESTER CITY SCHOOL DISTRICT

## JOB POSITION DESCRIPTION

<b>Deputy Superintendent</b>	<b>June 2025</b>
Position Title (Twelve Month)	Date
<b>Central Office</b>	<b>Superintendent</b>
Location	Reports To

### **Position Overview**

The Deputy Superintendent serves as a visionary leader and strategic partner to the Superintendent, driving academic and operational excellence across the Rochester City School District. With a sharp focus on equity, achievement, and innovation, this role ensures that every student receives the support and opportunities needed to graduate prepared for college, career, and lifelong success.

This position acts as a key bridge between Central Office departments, School Chiefs, Principals, families, and the community. The Deputy Superintendent leads district-wide instructional services, oversees academic and non-academic supports, and coordinates strategic initiatives that close opportunity gaps and elevate student outcomes.

In the Superintendent's absence, the Deputy Superintendent may be delegated full authority to act on their behalf.

### **Key Responsibilities**

#### **Strategic Leadership & System Coherence**

- Lead implementation of the district's strategic plan with an unwavering commitment to equity, excellence, and student success.
- Collaborate with the Superintendent and Cabinet-level leaders to align policies, programs, and services that support teaching and learning.
- Support the development, execution, and monitoring of school improvement plans and districtwide initiatives.
- Partner with the Superintendent on Board relations, including presentations and ongoing communication regarding district priorities.
- Set expectations and ensures Central Office departments provide excellent communication, customer service and well-coordinated support to School Chiefs and school leaders, so they may focus on teaching and learning.
- Direct the implementation of the district's instructional and operational vision, ensures clear, measurable and attainable project management plans and takes responsibility for assessing quality and impact of implementation.
- Provide high quality annual reports and quarterly status reports that clearly communicate performance toward all annual targets and dynamic intervention strategies to ensure that annual goals and targets are met.
- Ensure internal accountability systems and performance dashboards track progress toward district priorities and support data-driven decision-making.

**Instructional Leadership & Academic Excellence**

- Oversee all academic programs and services, including curriculum, instruction, assessment, and professional learning.
- Lead the School Chiefs and Teaching & Learning Division in providing differentiated supports to schools based on data and student needs.
- Ensure implementation and continuous improvement of school-level plans (SCEP/SIG/SIF), district reviews (DTSDE), and DCIP requirements.
- Promote a culture of data-driven instruction, inclusive education, and evidence-based practices.
- Monitor the effectiveness of academic supports and intervention programs for diverse learners, including multilingual and special education students.

**Talent Development & Leadership Capacity**

- Recruit, develop, and support equity-driven school leaders and instructional staff.
- Identify system-wide professional development needs and oversee implementation of high-impact training and coaching models.
- Foster school-based professional learning communities focused on student outcomes, collaboration, and continuous improvement.
- Supervise and evaluate immediate departmental leaders, cultivating a high-performance culture across Central Office.

**Equity, Engagement & Community Partnerships**

- Champion the district's equity mission with a laser-like focus on closing outcome gaps and addressing systemic barriers.
- Engage authentically with families, community coalitions, business leaders, and advocacy groups to inform district initiatives and policies.
- Ensure the district's operations and practices foster a climate of inclusivity and belonging for all students and families.

**Operational Oversight & Policy Compliance**

- Direct cross-functional coordination of departments including:
  - Teaching & Learning
  - School Leadership
  - Student Services and Support
  - Facilities & Operations
  - Human Capital
  - Information Management & Technology
  - Budget and Federal Programs
- Lead strategic planning and resource allocation to ensure equitable access and quality service delivery.
- Ensure full compliance with New York State Education Department regulations and all federal and state mandates.
- Assist in development of legislative proposals and monitor related legislation.

**Other Responsibilities**

- Represent the Superintendent and the district at local, state, and national meetings, committees and events.
- Provide reports to federal and state agencies as required.
- Attend all School Board meetings.
- Perform other duties as assigned by the Superintendent of Schools

**Key Competencies**

The ideal candidate demonstrates:

- A compelling vision for equitable, high-quality education.
- Proven ability to lead school turnaround and continuous improvement efforts.
- Strong instructional leadership and deep knowledge of curriculum, instruction, and assessment.
- Outstanding communication and interpersonal skills with a track record of building trust across diverse stakeholders.
- Strategic problem-solving, data analysis, and decision-making skills.
- Energy, resilience, and an unwavering commitment to urban youth.
- Deep knowledge of urban education systems and a commitment to equity.

### **Education & Experience Requirements**

- Master's degree required; Doctorate preferred.
- Valid New York State School District Leader (SDL) or School District Administrator (SDA) certification.
- Minimum of five (5) years of successful teaching experience (bilingual or special education experience preferred).
- At least eight (8) years of progressive leadership experience, including both school-based and central office role in an urban school setting; a minimum of five (5) years must be at the district leadership level.
- Documented success in leading system-wide initiatives, turnaround leadership and/or managing district-wide academic initiatives that significantly improve student academic performance, close equity gaps, and drive measurable student outcomes.