

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ADMINISTRATOR ON SPECIAL ASSIGNMENT

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Administration / Supervision, Administration, School Principal or Educational Leadership.
- (3) Minimum of five (5) years successful experience in education, including at least two (2) years as an administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida School laws and State Board of Education rules. Ability to organize and prioritize. Ability to communicate effectively orally and in writing.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To plan, coordinate, implement and evaluate assigned programs and activities.

SUPERVISES:

Assigned Support Personnel

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

ADMINISTRATOR ON SPECIAL ASSIGNMENT (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Manage and implement the assigned program.
- * (2) Prepare and monitor the program budget.
- * (3) Coordinate special activities related to assigned program.
- * (4) Assist in identifying, acquiring, and accounting for program materials and equipment.
- * (5) Assist schools in program implementation.

Interagency Communication and Delivery

- * (6) Serve as District-level liaison with state, local agency, and schools for the assigned program and related activities.
- * (7) Coordinate with community resources and service agencies as appropriate.
- * (8) Serve on councils and committees related to the assignment.
- * (9) Act as a resource person and provide technical assistance for program implementation.
- * (10) Develop and disseminate program information.

Professional Growth and Improvement

- * (11) Develop and maintain a thorough knowledge of the assigned program and any related policies, rules, or laws.
- * (12) Provide inservice for school and / or District personnel in specified program areas.
- * (13) Attend conferences, meetings, and workshops to enhance program knowledge for effective program implementation.
- * (14) Promote and support professional growth and development for self and others.

Systemic Functions

- * (15) Prepare and submit all required reports in a timely manner and maintain all appropriate records.
- * (16) Demonstrate support for the District's goals and priorities.
- * (17) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (18) Keep the Deputy Superintendent and other appropriate personnel informed about potential problems, unusual events, or opportunities for improvement.
- (19) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (20) Provide leadership, oversight and direction for the assigned program.
- * (21) Provide leadership for the planning, implementation, and evaluation of the program.
- * (22) Model and maintain high standards of professional conduct.
- * (23) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- * (24) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.

*Essential Performance Responsibilities