

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

ADMINISTRATOR ON SPECIAL ASSIGNMENT

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification as a School Principal by the state of Florida.
- (3) Minimum of five (5) years successful teaching experience.
- (4) Satisfactory completion of the District Administrative Training Program.
- (5) Experience in the use of assessment data to improve student achievement through data analysis and application to classroom instruction.
- (6) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of the unique needs and characteristics of students at the assigned school level. Ability to provide leadership and direction for the school. Ability to involve others in the decision-making process. Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board rules, Code of Ethics, School Board policies and appropriate state and federal statutes. Ability to use effective coaching procedures and evaluation procedures. Ability to use effective public speaking skills, group dynamics, interaction skills, and problem-solving skills. Skills in personnel management and supervision techniques. Ability to communicate effectively, both orally and in writing. Ability to analyze and use data. Knowledge of current educational trends and research.

REPORTS TO: Director of Comprehensive Planning

JOB GOAL

To improve instruction and learning in all subject areas at the assigned location.

SUPERVISES: Not applicable

PERFORMANCE RESPONSIBILITIES:

1. Monitor school improvement efforts at work location(s).
2. Provide leadership for the development, implementation, monitoring, and evaluation of school improvement plan(s).

3. Provide support to the school in the use of assessment data to improve student achievement.
4. Support of administrators/instructional personnel in the implementation of the Florida Continuous Improvement Model.
5. Compile and submit all Florida DOE required documentation or reports for school improvement at the assigned work location.

Instructional Program Leadership / Development

- * (1) Provide instructional leadership for student achievement.
- * (2) Monitor the development, implementation and assessment of the instructional program and implementation of the school improvement plan at the assigned school.
- * (3) Use current research, performance data and feedback from students, teachers, parents and the community to make decisions related to improvement of instruction and student performance.
- * (4) Promote highest student achievement.
- * (5) Coordinate program planning with District instructional staff.
- * (6) Align school initiatives with District, state and school goals.
- * (7) Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the school.

Personnel Action Services

- * (8) Monitor school personnel in special projects for the enhancement of student learning.
- * (9) Monitor job assignments for school-site administrators, teachers and support personnel.
- * (10) Monitor and provide personnel development through training, inservice and other developmental activities.
- * (11) Provide training opportunities and feedback to personnel at the assigned school.

School Operations / Delivery Systems

- * (12) Develop positive school/community relations and act as liaison between the school and community.
- * (13) Access, analyze, interpret and use data in decision-making.
- * (14) Conduct staff meetings to discuss instructional programs and the use of data to classroom instruction.
- * (15) Implement School Board policies, state statutes and federal regulations as they pertain to the assigned school.
- * (16) Prepare accurate and timely reports and records as required by Florida Department of Education for Assistance Plus.

Student Support Services

- * (17) Monitor family and community involvement, including the Community Assessment Team.
- * (18) Maintain visibility and accessibility on the school campus.
- * (19) Attend school-related activities and events.
- * (20) Monitor school attendance (absences, tardiness and early departures) and follow through with designated procedures.

Personal / Professional Employee Qualities

- * (21) Participate in county-wide management meetings and other meetings and activities appropriate for professional development.

- *(22) Communicate effectively, both orally and in writing, with parents, students, teachers, District personnel and the community.
- *(23) Model effective listening and positive interaction skills.
- *(24) Maintain and model high standards of professional conduct.
- *(25) Serve as a member of the District Assistance Team.
- *(26) Set high goals and standards for self, others and organization.
- *(27) Keep abreast of trends and changes in educational programs and procedures.

Leadership

- *(28) Provide leadership in the school improvement process, implementation of the school improvement plan and the School Advisory Council.
- *(28) Exercise proactive leadership in promoting the vision and mission of the District.
- *(30) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- *(31) Access District and community resources to meet school needs.
- *(32) Build teams to accomplish plans, goals and priorities.
- *(33) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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.

*Essential Performance Responsibilities

Administrative Salary Schedule – Pay Grade 13 (11 months)

Date of Board Approval: September 18, 2007

Revised: July 22, 2008