

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Administrator on Special Assignment, Admin. **Job Code:** 72009
Job Classification: 02 Non-instructional, District-Based Admin. **EEO Line:** 8
Job Class Category: D - Administrative Personnel **Job Description Supplement Code:** 5
Reports to: Superintendent or Department Head **Salary Locator:** Support Personnel 4

SUMMARY:

To serve as Administrator on Special Assignment, fulfilling all administrative responsibilities and leadership roles, for a period of time until the Superintendent recommends and the Board appoints a principal for the assigned school site.

QUALIFICATIONS:

- (1) Master's Degree or higher from an accredited educational institution
- (2) Certification in School Principal or certified in Educational Leadership and working toward School Principal certification
- (3) Valid Florida Driver's License and acceptable driving record
- (4) Five (5) years excellent teaching experience and/or five (5) years' experience as an Assistant Principal or Principal.
- (5) Satisfactory criminal background check
- (6) ESOL Endorsement/Certification preferred

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, the Administrator on Special Assignment shall have the following competencies:

- (1) Ability to prepare and manage the school's budget and allocated resources
- (2) Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board Policies, and appropriate state and federal statutes.
- (3) Ability to use effective interview techniques, coaching procedures, and evaluation procedures
- (4) Ability to enforce collective bargaining agreements
- (5) Ability to use effective public speaking skills, interaction skills, and problem-solving skills
- (6) Skills in personnel management and supervision techniques
- (7) Ability to communicate effectively orally and in writing
- (8) Ability to analyze and use data. Knowledge of current educational trends and research
- (9) Knowledge and understanding of the unique needs and characteristics of students
- (10) Ability to use group dynamics in the context of cultural diversity
- (11) Maintain high degree of confidentiality, initiative and dependability.

SUPERVISES: Instructional, Support, Administrative and Service personnel assigned to school

PERFORMANCE RESPONSIBILITIES:

- (1) Manage the operation and all other activities and functions which occur at the assigned school or department.
- (2) Develop positive school/community relations and act as liaison between the school and community. Communicate effectively both orally and in writing with parents, students, teachers, and the community.
- (3) Develop, implement, and assess the administrative or instructional programs at the assigned school or department and coordinate with District administrative or instructional staff in program planning.
- (4) Provide training opportunities to personnel at the assigned school or department.
- (5) Establish procedures for an accreditation program and monitoring accreditation standards at the assigned school or department.
- (6) Participate in developing the District strategic plan, District school calendar, District staffing plan, and manpower plans. Manage and administer school or department functions relating to these items.
- (7) Interview and select qualified personnel to be recommended for employment.
- (8) Conduct performance appraisals and make reappointment recommendations for school or department personnel.
- (9) Manage and administer personnel development through training, in-service and other developmental activities.
- (10) Implement and administer negotiated employee contracts at the school or department site.
- (11) Develop long- and short-range facility needs at the assigned school or department.

- (12) Coordinate facility and support service requirements.
- (13) Coordinate plant safety and facility inspections at the assigned school or department.
- (14) Coordinate all maintenance functions at the assigned school or department.
- (15) Coordinate and supervise transportation services at the assigned school.
- (16) Manage and supervise the financial resources of the school or department, including the preparation and disbursement of the cost center's budget and internal accounts.
- (17) Establish and manage student accounting and attendance procedures at the assigned school.
- (18) Coordinate the school food service program at the assigned school, including the free and reduced food service program requirements.
- (19) Assign and supervise personnel to special projects for the enhancement of the school or department.
- (20) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- (21) Establish procedures to be used in the event of school or department crisis and/or civil disobedience and provide leadership in the event of such happenings.
- (22) Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
- (23) Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- (24) Participate in county-wide management meetings and other meetings appropriate for professional development.
- (25) Direct the establishment of adequate property inventory records and ensure the security of school or department property.
- (26) Coordinate the supervision of all extracurricular programs at the assigned site.
- (27) Manage and supervise the school's athletic and student activity programs including the selection of club sponsors and coaches, approve all school-sponsored activities, and maintain a calendar of all school events.
- (28) Serve as a member of the Superintendent's District-wide management team.
- (29) Provide leadership in the school improvement process and implement the school improvement plan.
- (30) Maintain visibility and accessibility in the department or school campus.
- (31) Attend school-related activities and events.
- (32) Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school or department.
- (33) Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
- (34) Use effective interpersonal communication skills.
- (35) Direct the development of the master schedule and assign teachers according to identified needs.
- (36) Establish the job assignments for all school-site administrators and assess the school-site administrator's performance.
- (37) 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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVED:

Adopted: June 3, 2014