

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Administrator on Special Assignment	Job Code: 63009
Job Classification:	01 Instructional District-Based Admin.	EEO Line: 08
Job Class Category:	D Administrative Personnel	Job Description Supplement Code: 3
Reports to:	Assistant Superintendent for Curriculum and Instruction	Salary Locator: Support Schedule 4

PCSD Position: Director, Acceleration Opportunities & Special Projects

SUMMARY: The Director of Acceleration Opportunities will work collaboratively with district departments to gather and analyze data to inform student acceleration placement and instructional design, research and provide recommendations on acceleration opportunities for students, implement recruiting activities and events in order to attract and select quality instructional personnel for academic programs, oversee acceleration program implementation, train personnel on acceleration programs, coordinate with community partners, and assist with measures to monitor teacher effectiveness and student learning in academic acceleration areas, ensuring that all activities are focused on student achievement and in line with the district plan.

QUALIFICATIONS:

- (1) Master's degree or doctoral degree in education
- (2) Eight (8) years or more successful experience in education with at least (5) years administrative experience at the building level or higher
- (3) Professional experience working on a district or school leadership team
- (4) Professional and academic exposure to acceleration programs and design
- (5) Experience hiring and training teachers leading to positive student academic growth
- (6) Experience collaborating with community partners
- (7) Florida Educator's Certification in Educational Leadership or School Principal
- (8) Valid Florida Driver's License and acceptable driving record
- (9) Satisfactory criminal background check

*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, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to utilize technology in facilitating instruction
- (4) High degree of analytic ability and inductive thinking to devise new, nonstandard approaches to highly intricate, technically complex problems
- (5) Have a driving motivation to achieve, work for results, set challenging goals, and reach for a high standard of performance despite barriers
- (6) Ability to build and maintain relationships with Superintendent and District leaders
- (7) Ability to align academic acceleration opportunities with the District's strategic plan
- (8) Knowledge of State statutes, Department of Education regulations and School Board policies related to curriculum, instruction, and student graduation requirements
- (9) Ability to analyze and share student and teacher achievement data to inform efforts
- (10) Skills in developing a collegial environment that supports collaboration and high expectations for all stakeholders
- (11) Ability to adjust tasks and schedule to changed priorities

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for colleagues dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (1) Create and execute structures to recruit and train highly qualified personnel for instructional programs with

a focus on academic acceleration

- (2) Collaborate with community partners and district personnel to promote the public schools and maintain lines of communication
- (3) Assist in the implementation of a comprehensive external communication plan
- (4) Seek collegiate partnerships where appropriate
- (5) Analyze student and teacher performance data to inform instructional initiatives and recommend prescriptive strategies when applicable
- (6) Oversee acceleration program implementation and opportunities for students in the District
- (7) Participate in training opportunities and conferences and attend District and community meetings as appropriate
- (8) Seek out areas of potential financial support for instructional initiatives
- (9) Perform all other tasks and duties as assigned

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

Adopted: March 15, 2016