

**TITLE:** Administrator on Assignment

**QUALIFICATIONS**

1. Master's degree or higher with graduate work in Educational Leadership, Business Administration or Administration and Supervision.
2. A minimum of 10 years of progressively responsible work experience in area(s) involving schools, industry or public facilities administration.
3. Demonstrated skill in continuous improvement processes such as Quality, Best Practices and Interest-Based Problem Solving.
4. Demonstrated evidence of strong organizational, leadership and managerial skills.
5. Demonstrated ability to guide and reorganize.
6. Demonstrated skill in oral and written communication.
7. Demonstrated ability to work with diverse groups of people.
8. Experience with industry-standard computer applications.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent and Chief Executive Officer

**JOB GOAL:** To provide leadership, assistance, and support for principals in the administration and operation of district schools in order to improve student achievement and maximize the educational experience for students.

**ESSENTIAL FUNCTIONS:**

- \*1 Evaluates school principals.
- \*2. Provides leadership to principals/directors that will support continuous improvement in measurable student performance and achievement and in customer satisfaction.
- \*3. Conducts annual performance appraisals for school principals/directors.
- \*4. Directs and assists principals/directors to accomplish the goals outlined in the District Strategic Plan and in each school's Improvement Plan.
- \*5. Advises and counsels principals/directors on student achievement, policy changes and problem solving.
- \*6. Ensures principal/director compliance with School Board policy, State statutes, and Federal regulations as they pertain to school administration and operations.
- \*7. Supports curricular and instructional development and planning.
8. Ensures the accurate and timely completion of data collection and reporting requirements.
9. Demonstrates interpersonal skills and the skill to work with diverse groups of people.
10. Conducts principals' meetings that involve them in the discussion of instructional programs that focus on student achievement, policy changes, potential problems and resolution of existing problems.
11. Communicates through the proper channels to keep appropriate personnel informed of impending problems or events of unusual nature.

12. Participates in county-wide management meetings and other meetings appropriate for professional development.

\* Core Measures

**OTHER RESPONSIBILITIES:**

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

**PHYSICAL REQUIREMENT:**

Position requires 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:**

Twelve month year. Salary as established by the Board.

**ASSESSMENT:**

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

Adopted: 04-29-03