

TITLE: Chief Administrative Officer

QUALIFICATIONS:

1. Master's degree or higher with a graduate major in school administration, personnel, public or business administration.
2. A minimum of 10 years of progressively responsible work experience in human resource areas involving schools, public agencies, or private businesses.
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 skill in oral and written communication.
6. Demonstrated ability to work with diverse groups of people.
7. Experience with industry-standard computer applications.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Business Services, Communications, Financial Services, Internal Auditing, Print Services, School Support, Student Assignment, Safety and Security and Transportation.

JOB GOAL: To efficiently and effectively support the schools and the instructional efforts of the School District. To be accountable for planning, supervising, and facilitating support services and programs in forwarding the District goals and priorities. To assist the Superintendent to more effectively accomplish goals of the District Strategic Plan.

ESSENTIAL FUNCTIONS:

1. Develops goals, objectives and policies for administrative services which facilitate and support improved learning and achievement for all students enrolled in the School District of Lee County.
2. Evaluates department directors and other department administrators, as measured by the utilization of continuous improvement such as Quality, to accomplish the District's strategic goals, departmental goals and student achievement.
3. Ensures the development of procedures and processes related to compliance with local, state and federal laws, regulations and policies relative to administration services.
4. Regularly evaluates program effectiveness utilizing stakeholder feedback to improve service delivery.
5. Monitors departmental budgets and ensures alignment with the District's Strategic Plan.
6. Monitors and implements legislative actions/changes, as appropriate.

7. Develops goals, objectives and policies administration services management which facilitate improved learning and achievement for all students enrolled in the School District of Lee County.
8. Monitors the District's self-insured property/casualty fund and the placement of insurance, claims management and adherence to applicable laws and regulations.
9. Provides a system for new employees to acquire appropriate information, support, and training necessary for success on the job.
10. Maintains procedures to facilitate the reassignment or transfer of employees to maintain appropriate staff balance within the District.
11. Organizes the selection process to include reference checks, interview procedures, and performance activities.
12. Assists the Superintendent and the Board in developing a system of compensation that will attract, retain and encourage employees toward continuous self-improvement.
13. Ensures the maintenance of accurate and updated information on personnel to achieve: proper reporting to local, state and national agencies on employee licensing, training and experience; racial balance, sound financial budgeting and planning; and projection for long-range planning needs.
14. Implements and monitors the Student Assignment Plan for Desegregation committees established for attendance zones and desegregation.
15. Provides leadership, assistance, and support for student assignment procedures,
16. Plans and coordinates the evaluation programs for District personnel.
17. Stays knowledgeable about State and Federal laws, contracts, agreements, and legislation applicable to employment, termination, fringe benefits, professional standards requirements, collaborative/interest based bargaining, retirement programs, certification, and compensation.

OTHER RESPONSIBILITIES:

Performs such other tasks and assumes such other responsibilities as may be required by the Superintendent.

PHYSICAL REQUIREMENTS:

Position requires 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 assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted: 09/27/2006
Revised: 09/08/2009