

Title: Supervisor of Administration (FLSA Exempt)

Performance Responsibilities Design and Evaluation-Supervises the design and evaluation of administrative duties.

- Develops comprehensive goals and objectives to insure effective administration.
- Reviews and improves administrative programs on an annual basis.
- Makes annual projections of administrative needs, including professional and non-professional personnel requirements, programs and facilities.
- Assists in the development of administrative objectives which help to meet the goals of the School System.
- Initiates planning and evaluation procedures designed to upgrade all aspects of administration.
- Directs the development of comprehensive goals and objectives designed to guide the Administrative program and other areas of responsibility.
- Stimulates and assists staff in investigating, evaluating, and implementing changes.

Any and all duties as assigned by Assistant Superintendent of Administration

Leadership-Provides leadership in directing the work of administrative programs.

- Develops personal goals and objectives to insure effective leadership.
- Assumes responsibility for assistance in selection, assignment, evaluation and development of appropriate personnel.
- Provides leadership in planning managing and evaluating staff development and in-service programs as it relates to the administrative process.
- Assists in directing, disseminating, interpreting and administering personal policies.
- Advises subordinates on all matters related to administration.

Management-Initiates activities necessary to maintain an effective administrative program.

- Supervises the maintenance of records, files, and documents related to areas of responsibility.
- Provides budget information related to administrative needs.
- Assists the Assistant Superintendent of Administration in general administrative operation.
- Compiles operational statistics and gathers such other data as the Assistant Superintendent of Administration may require.
- Supplies information requested through questionnaires or otherwise to other school systems, teachers, colleges, etc.
- Maintains and keeps up-to-date the Central Office's copy of the System's policy manual.
- Serves on such lay or staff committees as the Assistant Superintendent of Administration may direct.
- Attends meetings as assigned by the Assistant Superintendent of Administration.
- Prepares and reviews reports as assigned by the Assistant Superintendent of Administration.
- Supervises such personnel as the Assistant Superintendent of Administration may assign to his/her supervision either temporarily or regularly.

Student Services--Supervises procedures which promote the success and well-being of students.

- Works to insure administrative practices designed to meet the present and future needs of students.

School/Community Relations-Initiates procedures and practices which insure effective school /community relations.

- Works to achieve maximum understanding and support of public education.
- Communicates administrative goals, objectives, policies, procedures, and the problems to staff, parents, community and media.
- Cooperates with principals, supervisors, and directors to provide a total educational program.
- Provides an open-door policy which allows for suggestions and disagreements.
- Designs and conducts effective meetings which project the professionalism of self and other educators.
- Works with parents, students, principals, and other personnel in order to solve problems.

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications: United States citizen or authorized alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks and duties.

Terms of Employment: 12 months

Reports to: Assistant Superintendent of Administration

Supervises: Personnel designated by the Assistant Superintendent of Administration

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____
(MUNIS ID #)

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.