BUTLER COUNTY SCHOOLS

ADMINSTRATIVE ASSISTANT FOR TEACHING AND LEADING

JOB DESCRIPTION

QUALIFICATIONS:

(1) Master's degree from an accredited educational institution.
(2) Certification in Educational Leadership or Administration and Supervision.
(3) Successful classroom teaching experience and staff level experience.
(4) Administrative and supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Alabama school laws, regulations and local School Board policies and procedures. Knowledge of federal guidelines as they relate to compensatory programs. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with others. Ability to communicate effectively orally and in writing. Ability to utilize existing and emerging technologies and software.

REPORTS TO:

Superintendent

JOB GOAL

To plan, develop, direct, implement, and evaluate all functions related to support of effective teaching and leadership within the school system.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

1) Initiate and coordinate professional development activities for teachers and administrators.
2) Prepare, coordinate and oversee assigned grants and related programs.
3) Responsible for oversight of personnel evaluation systems.
4) Prepare and coordinate evaluations of assigned programs.
5) Provide leadership, direction, and oversight for programs and personnel related to effective teaching and leading.
6) Work with school centers and staff to review and audit programs.
7) Gather and report information about system and school programs.
8) Aid in solving problems of teachers, other personnel, parents, and community members.
9) Facilitate active, effective communication within and without the system.
10) Identify and distribute information on research-based programs and practices.
11) Identify and support staff development initiatives to enhance student achievement.
12) Interact with parents, outside agencies, business and community to enhance the understanding of system initiatives and priorities and to elicit support and assistance.
13) Keep supervisor informed of potential problems or unusual events.

14) Serve on system, state or community councils or committees as assigned or appropriate.
15) Work closely with system and school staffs to support school improvement initiatives and processes.
16) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
17) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
18) Represent the system in a positive and professional manner.
19) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
20) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
21) Develop annual goals and objectives consistent with and in support of system goals and priorities.
22) Assist in implementing the system's goals and strategic commitment.
23) Set high standards and expectations and promote professional growth for self and others.
24) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
25) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
26) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
27) May be required to work beyond the 40-hour work week.
28) Perform other tasks consistent with the goals and objectives of this position.

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 System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

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

*Essential Performance Responsibilities