

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### ADMINISTRATOR ON ASSIGNMENT 12 MONTHS

#### QUALIFICATIONS:

- (1) Master's Degree or higher.
- (2) Certification in educational leadership or equivalent.
- (3) Minimum of three (3) years successful teaching experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to interpret and enforce State Board rules and School Board policies. Knowledge of collective bargaining agreements. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills. Ability to provide professional and instructional leadership based on current trends and research. Knowledge of group and cultural dynamics. Demonstrate effective written and oral communication skills. Skills in personnel management, interaction, supervision techniques, coaching and evaluation procedures, and conflict resolution.

#### REPORTS TO:

School Principal, Director, or Senior District Administrators as Determined by the Superintendent

#### JOB GOAL

To assist Principal, Director, or District Level Administrator with administrative and instructional functions to meet the needs of a specific school or department and carry out the mission and goals of the District at the discretion of the Superintendent.

#### SUPERVISES:

Instructional, Support, and Professional personnel as assigned.

#### PERFORMANCE RESPONSIBILITIES:

- (1) Provide assistance and feedback to school/department personnel.
- (2) Develop and implement the school's or department's programs with assistance from District personnel as assigned by the Principal or Department supervisor.
- (3) Develop schedules and assign personnel according to identified needs.
- (4) Utilize current educational and professional trends in the planning and preparation of the programs.
- (5) Interpret and enforce School Board policy, state statutes, and federal regulations.
- (6) Implement the accreditation program for the assigned school as applicable.
- (7) Coordinate the selection of textbooks, materials, and equipment needed at the assigned school as applicable.
- (8) Manage and administer the testing program for the school as applicable.

## Administrator on Assignment 12 Month

(Continued)

- (9) Facilitate personnel development to ensure that the school/department will realize maximum value from each of its employees.
- (10) Facilitate a process of positive communication among all stakeholders in daily interactions.
- (11) Provide leadership in the event of a school/department crisis.
- (12) Provide leadership in the school improvement/ strategic planning process as applicable.
- (13) Administer and develop duty rosters for the school/department.
- (14) Provide supervision while maintaining visibility about the campus and/or classroom as applicable.
- (15) Interpret and enforce the District's Code for Student Conduct as applicable.
- (16) Coordinate the production of planning materials.
- (17) Supervise and evaluate instructional, support, and service personnel as assigned by the supervisor.
- (18) Comply with provisions of collective bargaining agreements.
- (19) Interview and select qualified personnel to be recommended for employment, reappointment, and termination as directed by the supervisor.
- (20) Develop and maintain positive school/department relations with the community and act as a liaison between school/department and community.
- (21) Maintain adequate property inventory records, key control, and security of district property.
- (22) Participate in the development of long-range facility needs at the assigned school/department.
- (23) Manage and administer the maintenance function that ensures maximum life and use of facility.
- (24) Coordinate the transportation services at the assigned school/department as needed.
- (25) Participate in the function of financial planning for the school/department which may include assisting in the preparation of the budget.
- (26) Participate in the disbursement of funds to assure that the school/department will realize the maximum value educationally and financially in securing supplies, materials, equipment, and services.
- (27) Manage and administer the attendance policy and procedures.
- (28) Communicate, through the supervisor, to appropriate District staff, information relating to various problems or events of unusual nature.
- (29) Coordinate data processing activities as assigned.
- (30) Provide leadership for, and supervision of, extracurricular activity programs as applicable.
- (31) Participate in the administration of the school's athletic program as applicable.
- (32) Demonstrate soft skills, professionalism, and flexibility when temporarily reassigned to provide all the aforementioned performance responsibilities to an alternate school or department at the direction of the Superintendent.
- (33) Perform other duties as assigned.

**Administrator on Assignment 12 Month**

(Continued)

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force 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 is 12 months 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 Board's Policy on evaluation of personnel.

**Job Description Supplement Code 5**

**Salary Lane:** Admin Performance Pay

Elementary AL4-8, Middle School AL5-8, High School AO4-8

Approved 5/21/2024