LAWNDALE Elementary School District

LAWNDALE ELEMENTARY SCHOOL DISTRICT
Job Description

ADMINISTRATOR ON SPECIAL ASSIGNMENT

Department/Division:	**District Office**
Reports To:	**Superintendent or designee**
Provides Direction To:	**As determined by the Superintendent or designee**
Classification Status:	**Certificated Management**
Date Prepared:	**May 2024**
Board Adopted:	**May 23, 2024**

ADMINISTRATIVE RELATIONSHIPS:

A certificated management position directly responsible to the Superintendent.

POSITION SUMMARY:

Under the direction of an assigned executive staff member, the Administrator on Special Assignment will perform administrative responsibilities and provide instructional leadership for the planning, management, operation, and evaluation of assigned programs and projects during a specified timeframe as identified by Human Resources. The incumbent of this position will develop, oversee, and monitor the specific program and/or project strategic plan and objectives. The Administrator on Special Assignment serves as needed and coordinates LESD programs and/or projects, integrating and coordinating efforts with leaders and administrators.

REPRESENTATIVE DUTIES:

- Serves as the key program and/or project advocate and is responsible for ensuring that the outcomes are achieved and that the project is viable at all times.
- Ensures that the program and/or project involves all required system units, engages stakeholders, and approves key deliverables.
- Coordinates the overall day-to-day management of the program and/or project to ensure objectives are achieved within time/cost/quality constraints.
- Performs the required record-keeping tasks, maintains the appropriate records, and ensures fidelity of systems through calibration of evaluators.
- Communicate effectively with program and/or project constituents and key stakeholders to accomplish the program's goals and objectives.
- Serves as a resource to other offices and departments within the school system to evaluate best practices.
- Understands, disseminates, and supports educators and/or administrators with best practices that impact student learning.

- Works towards building systems within the district that will be able to provide ongoing support to employees in the realm of evaluation.
- Provides technical assistance to principals and/or managers to drive performance.
- Provides professional support and coaching support to supervisors, managers, and/or identified employees; supports districts and school cultures focused on teaching and learning.
- Conducts observations when needed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Ability to develop and maintain positive working relationships within LESD departments to drive collaboration and project success.
- Demonstrated ability to develop the leadership skills of others.
- Comprehensive knowledge of and experience in school administration, curriculum, current instructional practices and trends, and use of materials and equipment to facilitate instruction.
- Comprehensive knowledge of and experience with the development of data-driven instruction at the school/district level with documented results.
- Proven track record of school improvement success as evidenced by student achievement data.
- Evidence of sound problem-solving skills related to schools/districts.
- Demonstrated competency in developing and leading professional development sessions for school-based/district leaders and staff members.
- Demonstrated computer/educational technology skills/knowledge.
- Excellent oral and written communication skills.

EXPERIENCE, LICENSES AND OTHER MINIMUM REQUIREMENTS:

- Valid teaching and administrative credentials
- Minimum of five years teaching experience
- Valid California driver's license
- Documented leadership abilities and skills in roles previously held at district and school site levels

WORKING CONDITIONS:

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are required to constantly sit for periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel, or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk, bend and stoop, and to grasp, lift, and move records and documents up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, managers, staff, vendors, school administrators, the public, and others encountered in the course of work. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:
Employees work in an environment with minimal temperature variations, a generally hazard-free environment, and a clean atmosphere. The noise level is usually quiet or moderately quiet. The employee occasionally drives to District sites and training locations to provide administrative support for human resources programs and services.

Board Policy 4030: The Board of Trustees desires to provide a positive and safe work environment where employees, interns, volunteers, and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.