



Job Title: Administrator on Special Assignment

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status:

Reports to: Appropriate Supervisor or Designee

Supervises: Appropriate Staff as required

Pay Grade: Administrative – 13

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to improve instruction and learning in all subject areas at the assigned location.

ESSENTIAL JOB FUNCTIONS

- Monitors school improvement efforts at work location(s).
- Provides leadership for the development, implementation, monitoring, and evaluation of school improvement plan(s).
- Provides support to the school in the use of assessment data to improve student achievement.
- Supports administrators/instructional personnel in the implementation of the Florida Continuous Improvement Model.
- Compiles and submits all Florida DOE required documentation or reports for school improvement at the assigned work location.
- Provides instructional leadership for student achievement.
- Monitors the development, implementation, and assessment of the instructional program and implementation of the school improvement plan at the assigned school.
- Uses current research, performance data, and feedback from students, teachers, parents, and the community to make decisions related to improvement of instruction and student performance.
- Promotes highest student achievement.
- Coordinates program planning with District instructional staff.
- Aligns school initiatives with District, state, and school goals.
- Facilitates the horizontal and vertical articulation of curriculum within the school.
- Monitors school personnel in special projects for the enhancement of student learning.
- Monitors job assignments for school-site administrators, teachers, and support personnel.
- Monitors and provides personnel development through training, inservice, and other developmental activities.
- Provides training opportunities and feedback to personnel at the assigned school.

- Develops positive school/community relations and acts as liaison between the school and community.
- Accesses, analyzes, interprets, and uses data in decision-making.
- Conducts staff meetings to discuss instructional programs and the use of data to classroom instruction.
- Implements School Board policies, state statutes, and federal regulations as they pertain to the assigned school.
- Prepares accurate and timely reports and records as required by Florida Department of Education.
- Monitors family and community involvement, including the Community Assessment Team.
- Maintains visibility and accessibility on the school campus.
- Attends school-related activities and events.
- Monitors school attendance (absences, tardiness, and early departures) and follows through with designated procedures.
- Participates in county-wide management meetings and other meetings and activities appropriate for professional development.
- Communicates effectively, both orally and in writing, with parents, students, teachers, District personnel, and the community.
- Models effective listening and positive interaction skills.
- Maintains and models high standards of professional conduct.
- Serves as a member of the District Assistance Team.
- Sets high goals and standards for self, others, and organization.
- Keeps abreast of trends and changes in educational programs and procedures.
- Provides leadership in the school improvement plan process and implementation of the school improvement plan.
- Exercises proactive leadership in promoting the vision and mission of the District.
- Uses appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- Accesses District and community resources to meet school needs.
- Builds teams to accomplish plans, goals, and priorities.
- Performs other duties as assigned

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution.
- Certification as a School Principal or Educational Leadership by the state of Florida.
- Minimum of five (5) years of successful teaching experience.
- Satisfactory completion of, or acceptance into, the Level II Principal Preparation Program.
- Experience in the use of assessment data to improve student achievement through data analysis and application to classroom instruction.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge and understanding of the unique needs and characteristics of students at the assigned school level.
- Requires the ability to provide leadership and direction for the school.
- Requires the ability to involve others in the decision-making process.

- Requires the ability to prepare and manage the school's budget and allocated resources.
- Requires the ability to read, interpret, and enforce the State Board rules, Code of Ethics, School Board policies, and appropriate state and federal statutes.
- Requires the ability to use effective coaching procedures and evaluation procedures.
- Requires the ability to use effective public speaking skills, group dynamics, interaction skills, and problem-solving skills.
- Requires the ability to display skills in personnel management and supervision techniques.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to analyze and use data.
- Requires the ability to display knowledge of current educational trends and research.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and the ability to be responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: