



JOB TITLE	DEPARTMENT	REPORTS TO
Administrator on Special Assignment (Grant Funded) – Leadership Development	Office of Teaching and Learning	Executive Director, Teaching, Learning & Leading

<b>Position No:</b> 64009	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD01, AD02	<b>Date Approved:</b> 06/13/23
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

**MINIMUM QUALIFICATIONS**

The appropriate qualifications as determined by the District Eligibility Requirements for School-Based Administrators.

**DUTIES AND RESPONSIBILITIES**

1. Supports the design, delivery, implementation, and ongoing improvement for professional development services to principal and assistant principal level and instructional positions.
2. Makes recommendation to the Senior level staff/or Executive Director of Teaching, Learning & Leading concerning the potential school leaders and leadership programs.
3. Provide mentorship to new school-based leaders and assign peer mentors for additional support.
4. Provide professional learning to individuals in every phase of the SLPS Leadership pipeline including leading instructional rounds and other job embedded learning opportunities.
5. Facilitate requirements for principal certification (Level 2).
6. Responsible for design & implementation of a Leadership Tracking System (LTS).
7. Responsible for coordination of the ELITE program in partnership Florida Atlantic University.
8. Purchases, receives, and distributes supplies (textbooks, etc.), equipment, as needed as part of leadership development programs.
9. Prepares such records and reports as assigned
10. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall district objectives.
11. Serves as a member of such committees and attends such meetings as the Executive Director Teaching, Learning & Leading shall direct.
12. Assumes responsibility for professional growth and development through membership and participation in the affairs of professional organizations, through attendance at appropriate meetings and conferences, and through enrollment in advanced courses.
13. Performs such other tasks and assumes such other responsibilities as appropriate.

**PHYSICAL DEMAND CLASS:**

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.