



JOB TITLE	DEPARTMENT	REPORTS TO
Administrator on Special Assignment (Grant Funded)	Office of Teaching and Learning	Director of Talent Development

Position No: 64009	Length of Work Year: 12 Months
Salary Schedule: AD01, AD02	Date Approved: 2/13/18
FSLA: Exempt	Date Revised: 7/17/18

MINIMUM QUALIFICATIONS
The appropriate qualifications as determined by the District Eligibility Requirements for School-Based Administrators.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Acts as liaison between St. Lucie Public Schools, Florida Atlantic University, and Wallace Foundation. 2. Responsible for coordination of the ELITE program in partnership Florida Atlantic University. 3. Responsible for design of a Leadership Tracking System (LTS). 4. Supports the design, delivery, implementation, and ongoing improvement for professional development services to principal and assistant principal level and instructional positions. 5. Coordinates requirements for principal certification (Level 2). 6. Makes recommendation to the Director of Talent Development and/or Chief Academic Officer concerning the potential school leaders and leadership programs. 7. Purchases, receives, and distributes supplies (textbooks, etc.), equipment, as needed as part of grant budget. 8. Prepares such records and reports as assigned 9. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall district objectives. 10. Serves as a member of such committees and attends such meetings as the Director of Talent Development and/or Chief Academic Officer shall direct. 11. 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. 12. Performs such other tasks and assumes such other responsibilities as the appropriate Director of Talent Development and/or Chief Academic Officer may assign.
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.