



| JOB TITLE | DEPARTMENT | REPORTS TO |
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| Administrator on Special Assignment | District Department | Superintendent/Designee |

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| Position No: 72009 | Length of Work Year: 12 Months |
| Salary Schedule: AD01, AD02 | Date Approved: 11/6/19 |
| FSLA: Exempt | Date Revised: |

| JOB GOAL |
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| To oversee special projects or duties as assigned by the Superintendent or Designee. |

| MINIMUM QUALIFICATIONS |
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1. Master's Degree from an accredited educational institution.
2. Certified in Administration and Supervision, Educational Leadership, or School Principal.
3. Minimum of five (5) years successful experience at an appropriate school.
4. Minimum of three (3) years successful experience as a school administrator, administrative intern, or similar leadership position.
5. Ability to initiate actions and take responsibility for leading and enabling others to improve the circumstances being faced or anticipated.
6. Ability to develop and act in accordance with the shared vision, mission, and values of the District.
7. Knowledge and skill to design, plan, and organize activities to achieve assigned goals.
8. Ability to set goals that encourage self and others to reach high standards.
9. Ability to get others to work together effectively.
10. Ability to communicate effectively both orally and in writing.
11. Ability to perform the functions of the position.

| DUTIES AND RESPONSIBILITIES |
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1. Oversee the general administrative operations of specific project(s).
2. Keep the Superintendent or Designee informed of the project(s) and problems.
3. Make recommendation concerning project(s) implementation and evaluation.
4. Prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the project(s) administration.
5. Maintain active relationships with all personnel associated with the implementation of the project(s).
6. Attend special events or meetings associated with project(s) implementation.
7. Conduct meetings of personnel, as necessary, for the proper implementation of the project(s) or conduct staff meetings to keep personnel informed of changes / new developments relative to project(s) implementation.
8. Keep informed of and interpret all laws, regulations, statutes, rules and policies affecting the implementation / continuing development of project(s).
9. Participate in research activities and/or professional development activities that foster increased knowledge regarding project(s) at hand.
10. Work cooperatively with leaders and other division administrators in integrating and coordinating individual efforts into a unified project(s) for the District.
11. Serve upon assignment by the Superintendent or Designee as a resource person to various division directors in the District Office or school-based needs.

12. Assist in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
13. Interact with parents, outside agencies, businesses, and community to enhance understanding of District or school initiatives and priorities and to elicit support and assistance.
14. Respond to inquiries or concerns in a timely manner.
15. Disseminate information and current research to appropriate personnel.
16. Promote and support professional growth for self and others.
17. Develop annual goals and objectives consistent with and in support of District goals and priorities.
18. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
19. Prepare or oversee the preparation of all required reports and maintain appropriate records.
20. Serve on District, state, or community councils or committees as assigned or appropriate.
21. Represent, consistently, the District in a positive and professional manner.
22. Provide leadership and direction for the assigned area(s) of responsibility.
23. Assist in implementing the District's goals and strategic commitments.
24. Exercise proactive leadership in promoting the vision and mission of the District.
25. Provide oversight and direction for cooperative planning with other agencies.
26. Set high standards and expectation for self and others.
27. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
28. Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
29. Perform other such tasks as assigned.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.