

JOB TITLE	DEPARTMENT	REPORTS TO
Assistant to the Superintendent	Superintendent's Office	Superintendent

Position No: 72003	Length of Work Year: 12 Months
Salary Schedule: AD08	Date Approved: 7/22/14
FSLA: Exempt	Date Revised: 8/5/15

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's Degree or higher with Florida certification in Administration and Supervision, Educational Leadership or School Principal. 2. Minimum of five (5) years successful experience as a school principal. 3. Demonstrated ability to provide leadership in implementing instructional programs and school improvement initiatives. 4. Evidence of excellent communication skills. 5. Evidence of skill in critical thinking, problem solving and analysis of data. 6. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Serve as the Superintendent's liaison with designated school and community representatives. 2. Advise the Superintendent on specific matters relating to the improvement of community and school relations. 3. Assist the Superintendent with general administrative duties as required. 4. Assist the Superintendent in interacting with individuals and groups to facilitate problem solving and dispute resolution. 5. Assume responsibility for special projects as assigned. 6. Prepare special reports for the Superintendent and Board. 7. Develop proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment. 8. Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services, and evaluation of services provided. 9. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions. 10. Be knowledgeable of and adhere to Board Policies. 11. Assist in the interpretation of programs, philosophy, and policies of the District to staff, students, parents, and the community. 12. Interact with parents, outside agencies, businesses, and community to enhance the understanding of District initiatives and priorities and to elicit support and assistance. 13. Represent the District in a positive and professional manner and demonstrate support for the school District and its goals and priorities 14. Monitor District compliance with applicable codes, rules, and statutes. 15. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District. 16. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep the Superintendent informed of potential problems or unusual events. 17. Assist in the preparation and administration of the District and divisional budget. 18. Participate in the development of policies and procedures.

19. Attend meetings and conferences to promote professional growth and benefit the District.
20. Maintain expertise in assigned areas to fulfill project goals and objectives.
21. Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
22. Develop appropriate Board agenda items pertaining to areas of responsibility.
23. Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
24. Plan, implement, and evaluate staff development activities of assigned personnel.
25. Serve on district, state or community councils or committees as assigned or appropriate.
26. Perform other duties as assigned.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.