

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATOR ON SPECIAL ASSIGNMENT  
(ASSISTANT PRINCIPAL) 72009-B**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification as School Principal or certified in Educational Leadership and working toward School Principal certification.
- (3) Successful experience in teaching, school administration, or significant leadership roles.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- (1) Ability to prepare and manage the school's budget and allocated resources.
- (2) Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board Policies, and appropriate state and federal statutes.
- (3) Ability to use effective interview techniques, coaching procedures, and evaluation procedures.
- (4) Ability to enforce collective bargaining agreements.
- (5) Ability to use effective public speaking skills, interaction skills, and problem-solving skills.
- (6) Skills in personnel management and supervision techniques.
- (7) Ability to communicate effectively orally and in writing.
- (8) Ability to analyze and use data. Knowledge of current educational trends and research.
- (9) Knowledge and understanding of the unique needs and characteristics of students.
- (10) Ability to use group dynamics in the context of cultural diversity.

**REPORTS TO:** Superintendent of Schools or assigned Department Head/Supervisor

**JOB GOAL**

To serve as Administrator on Special Assignment, fulfilling all administrative responsibilities and leadership roles, for a period of time until the Superintendent recommends and the Board appoints, a principal for the assigned school site.

**SUPERVISES:** Instructional, Support, Administrative, and Service Personnel at the assigned school or department

**PERFORMANCE RESPONSIBILITIES:**

- (1)\* Manage the operation and all other activities and functions which occur at the assigned school or department.
- (2)\* Develop positive school/community relations and act as liaison between the school and community. Communicate effectively both orally and in writing with parents, students, teachers, and the community.
- (3)\* Develop, implement, and assess the administrative or instructional programs at the assigned school or department and coordinate with District administrative or instructional staff in program planning.
- (4)\* Provide training opportunities to personnel at the assigned school or department.
- (5)\* Establish procedures for an accreditation program and monitoring accreditation standards at the assigned school or department.
- (6) Participate in developing the District strategic plan, District school calendar, District staffing plan, and manpower plans. Manage and administer school or department functions relating to these items.
- (7)\* Interview and select qualified personnel to be recommended for employment.
- (8)\* Conduct performance appraisals and make reappointment recommendations for school or department personnel.
- (9)\* Manage and administer personnel development through training, in-service and other developmental activities.
- (10)\* Implement and administer negotiated employee contracts at the school or department site.

- (11)\* Develop long- and short-range facility needs at the assigned school or department.
- (12)\* Coordinate facility and support service requirements.
- (13)\* Coordinate plant safety and facility inspections at the assigned school or department.
- (14)\* Coordinate all maintenance functions at the assigned school or department.
- (15)\* Coordinate and supervise transportation services at the assigned school.
- (16)\* Manage and supervise the financial resources of the school or department, including the preparation and disbursement of the cost center's budget and internal accounts.
- (17)\* Establish and manage student accounting and attendance procedures at the assigned school.
- (18)\* Coordinate the school food service program at the assigned school, including the free and reduced food service program requirements.
- (19)\* Assign and supervise personnel to special projects for the enhancement of the school or department.
- (20)\* Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
- (21)\* Establish procedures to be used in the event of school or department crisis and/or civil disobedience and provide leadership in the event of such happenings.
- (22)\* Conduct staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
- (23)\* Communicate, through the proper channels, to keep the Superintendent informed of impending problems or events of unusual nature.
- (24) Participate in county-wide management meetings and other meetings appropriate for professional development.
- (25)\* Direct the establishment of adequate property inventory records and ensure the security of school or department property.
- (26)\* Coordinate the supervision of all extracurricular programs at the assigned site.
- (27)\* Manage and supervise the school's athletic and student activity programs including the selection of club sponsors and coaches, approve all school-sponsored activities, and maintain a calendar of all school events.
- (28) Serve as a member of the Superintendent's District-wide management team.
- (29)\* Provide leadership in the school improvement process and implement the school improvement plan.
- (30)\* Maintain visibility and accessibility in the department or school campus.
- (31)\* Attend school-related activities and events.
- (32)\* Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school or department.
- (33) Supervise and monitor the accurate and timely completion of data collection and reporting requirements.
- (34)\* Use effective interpersonal communication skills.
- (35)\* Direct the development of the master schedule and assign teachers according to identified needs.
- (36)\* Establish the job assignments for all school-site administrators and assess the school-site administrator's performance.
- (37) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 5**

**SALARY LOCATOR: Support Personnel Salary Schedule 3**

**Job Class 02  
EEO Line 08**