

**SCHOOL DISTRICT OF SARASOTA COUNTY****JOB DESCRIPTION****ADMINISTRATOR ON SPECIAL ASSIGNMENT**

**SALARY SCHEDULE: VARIED**

**COST CENTER: AS ASSIGNED**

**QUALIFICATIONS:**

- Master's Degree from an accredited educational institution.
- Certified in Administration and Supervision, Educational Leadership or School Principal.
- Minimum of five (5) years successful experience at an appropriate school.
- Minimum of three (3) years successful experience as a school administrator, administrative intern or similar leadership position.
- Acceptable scores in a written exercise and a behavioral event interview.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to initiate actions and take responsibility for leading and enabling others to improve the circumstances being faced or anticipated.
- Ability to develop and act in accordance with the shared vision, mission and values of the District. Knowledge and skill to design, plan and organize activities to achieve goals.
- Ability to set goals that encourage self and others to reach high standards.
- Ability to get others to work together effectively.
- Ability to gather and analyze data from a variety of sources before arriving at a conclusion.
- Ability to communicate effectively both orally and in writing.

**REPORTS TO:**

Superintendent or Designee

**JOB OBJECTIVE:**

To oversee special projects as assigned by the Superintendent or Designee.

**SUPERVISES:**

Personnel as assigned.

**PERFORMANCE RESPONSIBILITIES:**

- Oversee the general administrative operations of specific project(s).
- Keep the Superintendent or Designee informed of the project(s) and problems.
- Make recommendation concerning project(s) implementation and evaluation.
- Prepare or supervise the preparation of reports, records, lists and all other paperwork required or appropriate to the project(s) administration.
- Maintain active relationships with all personnel associated with the implementation of the project(s).
- Attend special events or meetings associated with project(s) implementation.
- 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.
- Keep informed of and interpret all laws, regulations, statutes, rules and policies affecting the implementation / continuing development of project(s).
- Participate in research activities and/or professional development activities that foster increased knowledge regarding project(s) at hand.

**ADMINISTRATOR ON SPECIAL ASSIGNMENT (Continued)**

- Work cooperatively with leaders and other division administrators in integrating and coordinating individual efforts into a unified project(s) for the District.
- Serve upon assignment by the Superintendent or Designee as a resource person to various division directors in the District.
- Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- Interact with parents, outside agencies, businesses and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Respond to inquiries or concerns in a timely manner.
- Disseminate information and current research to appropriate personnel.
- Promote and support professional growth for self and others.
- Develop annual goals and objectives consistent with and in support of District goals and priorities.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Prepare or oversee the preparation of all required reports and maintain appropriate records.
- Serve on District, state or community councils or committees as assigned or appropriate.
- Represent, consistently, the District in a positive and professional manner.
- Provide leadership and direction for the assigned area(s) of responsibility.
- Assist in implementing the District's goals and strategic commitments.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Provide oversight and direction for cooperative planning with other agencies.
- Set high standards and expectations for self and others.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Sustained focus and attention to detail for extended periods of time.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

**Job Description Supplement No. 11**