

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Administrator – Special Assignment**

Department / Location: Various Schools

FLSA Classification: Exempt

Supervisors Title: Administrator of Curriculum & Staff Development Contract: 225 Days

Department Approval: [Signature] Date: 9-14-15

ADA Review: [Signature] Date: 9-15-15

Human Resources Approval: [Signature] Date: 14 Sept 15

Superintendent: [Signature] Date: 9/15/15

Original date: 8/15 Revised: _____ Revised: _____ Revised: _____

GENERAL FUNCTION

The **Administrator on Special Assignment** is responsible to assist the Administrator of Curriculum and Staff Development in the development, implementation, and direction of programs under the supervision of the Administrator.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- This position requires punctual and regular daily attendance.
- Assist in responding to requests from the administration and the Board of Education. Prepare reports, materials and data relating to programs and departments under the supervision of the administrator.
- Provide leadership and direction to the operation and activities of the District and to comply with Board goals, policies and guidelines.
- Provide professional leadership to the schools in assigned educational matters.
- Provide leadership in the development and implementation of student learning objectives in assigned content areas.
- Assist in the development and implementation of professional development for licensed personnel, including face-to-face courses, online courses, and blended courses.
- Assist in the development, implementation, and evaluation of student courses.
- Assist in monitoring and assessing program effectiveness using qualitative and quantitative data.
- Assist in the development and implementation of procedures that provide the health and safety of students and employees.
- Assist in planning, creating and prioritizing the reproduction of printed materials.
- Assist in the coordination of district curriculum development and staff development activities with the Utah State Office of Education.
- Assist in the training and evaluation of Curriculum and Staff Development personnel as well as training for all district teacher specialists.
- Attend district, state, and other meetings as assigned by the supervising administrator.
- Provide leadership and direction in the district-wide coordination of programs and activities at local schools as assigned.
- Implement and monitor federal and state programs and projects in ensure compliance with district, state and federal regulations.
- Represent the district at local, state and national meetings and participate in professional organizations where appropriate.

- Will be required to attend meetings, events and activities outside of normal work hours on a regular basis.
- Assist and provide support, instruction, training, and development in the area(s) for which you are assigned by the Administrator of Curriculum and Staff Development which are (but not limited to) the following:
 - English Language Arts
 - Math
 - Science
 - Technology
 - Other content as assigned

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Master's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration".
- A minimum of three (3) years of administrative experience preferred.
- Experience as a school administrator preferred.
- Requires strong oral and written communication skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to establish and maintain a positive working environment.
- Ability to manage the development and implementation of appropriate programs with the division.
- Demonstrated ability to work effectively and cooperatively with individuals and groups throughout the district and with all levels of district employees, including administrative, licensed and classified personnel.
- Ability to develop and implement policies, guidelines and procedures.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with

hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.

- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*