

**Jordan School District  
LICENSED JOB DESCRIPTION**

**Job Title: Administrator of Schools (109)**

Department: District Office

Lane Placement: X7

Supervisor's Title: Superintendent of Schools

Contract: 245 Days

FLSA Classification: Exempt

ADA Review: Janelle Weston

Date: \_\_\_\_\_

Human Resources Approval: [Signature]

Date: 4-16-13

Superintendent Approval: Latacia A. Johnson

Date: 4/16/13

Original date: 04/85 Revised: 03/92 Revised: 06/11 Revised: 04/13

**GENERAL FUNCTION**

The **Administrator of Schools** is a member of the Superintendent's Cabinet and is responsible to provide leadership and direction in all matters pertaining to both the District programs coordinated and to all regular schools in the assigned administrative area. Serves as a Cabinet Member for the Jordan School District Administration.

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

**ESSENTIAL FUNCTIONS**

- Provide leadership and direction in all matters relating to educational programs and practices for assigned personnel, school "level" programs and for assigned administrative areas, including:
  - Keep abreast of trends and developments in curriculum and instruction.
  - Determine educational needs.
  - Develop programs based upon established needs.
  - Supervise the implementation of instructional programs.
  - Monitor the effectiveness of instructional programs.
  - Manage District, State and Federal programs and projects.
- Implement the District system for properly assessing and reporting pupil progress to parents.
- Create and deliver professional development for school site administrators relative to their instructional leadership responsibilities.
- Facilitate professional learning communities within the administrative ranks.
- Serve as liaison with other departments and divisions, communicating regularly to ensure maximum efficiency in delivery of services to schools.
- Collaboratively communicate with schools to ensure that the results of student achievement data drive their schools' School Improvement Plans and that appropriate time and money are allocated for targeted goals and action steps.
- Provide assistance to principals of schools with the development, implementation, and assessment of methodologies or models targeting the academic progress of diverse student populations.
- Provide leadership and supervision to administrators, licensed and classified staff within schools in the assigned administrative areas.
- Prepare and present reports and recommendations to the Board of Education regarding District programs and school "level" activities in the assigned administrative areas and respond to the requests of the Board as required.
- Provide leadership and direction in the operation of District programs and school "level" activities in the assigned administrative areas to ensure compliance with Board goals, policies and guidelines.

- Disseminate and interpret information to employees or media concerning District programs and school "level" activities in the assigned administrative areas and respond to community problems and concerns.
- Respond appropriately to concerns of school personnel and patrons as needed.
- Provide professional leadership to the community in educational matters and effectively use parents, community volunteers and ad hoc parent advisory committees.
- Implement, in support of District-wide programs, a systematic approach to public relations and communications with the community and District employees.
- Provide leadership and direction in implementing personnel policies and programs pertaining to assigned District staff and to the staff of the schools in assigned administrative areas.
- Administer personnel policies pertaining to assigned District staff and staff of schools in assigned administrative area and assist the Department of Human Resources in the employment and discipline of personnel.
- Manage appropriate budget allocations to provide fiscal accountability in the schools of assigned administrative area and assist in the preparation of the District budget.
- Ensure the implementation of policies, guidelines and procedures for effective utilization of physical facilities of schools in assigned administrative areas.
- Provide leadership and direction in the development of District-wide educational specifications to assist in planning for future facilities and sites.
- Manage the development and implementation of appropriate programs to maintain proper student behavior and discipline.
- Ensure that financial revenues are projected, budgets are recommended and monitored and financial reports are prepared accurately for District programs.
- Manage the distribution, utilization and inventory of instruction-related materials in District programs and in the schools in assigned administrative areas.
- Administer enrollment and attendance policies and procedures and assure the establishment and maintenance of proper student records. Provide leadership for the establishment of school boundaries and coordinate assignment of students to schools.
- Support District efforts to establish and maintain effective communication and support with the community agencies providing services to families and children.
- Assist in development and implementation of procedures that provide for the health and safety of students and employees.
- Ensure that established policies and guidelines regarding the security of facilities and property are implemented.
- Ensure that programs providing auxiliary instructional services for students are implemented.
- Implement and monitor Federal programs and projects to ensure compliance with District, State and Federal regulations.
- Support the Superintendent of Schools in establishing and maintaining an effective working relationship with the Utah State Office of Education.
- Assist in development of the District calendar.
- Must attend Board of Education Meetings.
- This position requires punctual and regular daily attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

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| <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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).</li> </ul> |
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### **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 five (5) years of administrative experience is required.
- Ability to create and deliver meaningful professional development for administrators (i.e. building principals, assistant principals).
- Requires strong oral and written communication skills.
- Demonstrate a knowledge and history of facilitating professional learning communities within a school building.
- Requires effective problem solving, organizational, multi-tasking, and time management skills. Requires ability to schedule multiple tasks, satisfying multiple priorities and meeting multiple deadlines. Requires problem solving and analytical skills. Requires attention to detail and accuracy of work.
- Requires demonstrated computer software skills (e.g. word processing, spreadsheets, and databases).
- Requires the ability to establish and maintain a positive working environment.
- Ability to provide leadership and direction in all matters relating to the educational programs and practices in schools or in assigned programs.
- Ability to manage appropriate budget allocations to provide fiscal accountability for District schools and/or programs.
- Successful experience working with District, State and Federal policies and procedures related to education of students.
- 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.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**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.**