

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: Administrator-Non-Traditional Programs **LOCATION:** Diversified Minds/Brighter Futures

JOB CATEGORY: License/Professional **PAY GRADE:** 27

FLSA: Exempt **IMMEDIATE SUPERVISOR:** Director of Special Services

GENERAL DEFINITION AND CONDITIONS OF WORK

Assists in the administration of all aspects of the total school program for Warren County Public Schools by providing educational leadership for students and staff consistent with division goals.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Conducting instructional supervision and evaluation including classroom and teaching observations for assigned areas;
- Implements curriculum and educational objectives consistent with goals;
- Develops an efficient system for student and program appraisal, recommending changes as needed to meet student needs;
- Advises teachers regarding instruction, classroom management, and student discipline;
- Evaluates grading procedures and student progress with members of the staff;
- Assists teachers in planning field trips and using community resources;
- Provides leadership in initiating in-service programs and organizational improvements;
- Provides a climate conducive to effective communications through the use of faculty meetings, committees, and individual conferences;
- Coordinates the use of subject matter specialists, resource teachers, and other resource personnel;
- Assists in coordinating and administering pupil personnel services and maintaining high expectations for daily operations:
- Maintains effective discipline and fosters a safe and positive environment for all students and
- Ensures the adequate supervision of students;
- Coordinates and supervises student activities and events including before/after school activities,
- Coordinates services to students such as guidance, health, and special education;
- Participates in eligibility meetings;
- Ensures that all staff members keep and submit accurate and up-to-date records, as required;
- Maintains school rules and regulations which conform to the regulations of the County School Board of Warren and the State Board of Education;
- Assists in school scheduling;
- Assists in administering staff personnel procedures in accordance with approved policies and procedures:
- Participates in reviewing applications, interviewing, placement, and evaluation of all staff members, as requested;
- Contacts substitute employees as needed;
- Completes required reports;

- Promotes a healthy and safe work environment;
- Develops and participates in staff development and in-service training programs for all staff;
- Assists in administering the financial and building needs of the school:
- Establishes building maintenance schedules and evaluating their effectiveness;
- Maintains furniture and equipment inventories;
- Orders necessary instructional materials, textbooks, equipment, and analyzing the usage of such materials in conjunction with the principal;
- Maintains the attractiveness of building and grounds, reports needed repairs to the maintenance department and/or building principal;
- Assists in establishing and maintaining an effective school/community relations
- Communicates with parents by means of school programs, letters, telephone and personal contact;
- Participates in the activities of the Parent/Teacher Organization and Parent/Teacher Advisory
- Promotes effective communication and interpersonal relations with students, staff, parents, and community members;
- Works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse population;
- Models professional, moral, and ethical standards as well as personal integrity in all interactions;
- Works in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division;
- Meets with parent and community groups;
- Establishes and maintains rapport with students, school personnel, parents, and community
- Communicates and interprets school division policies, procedures, and regulations, as requested;
- Assists the principal in developing and evaluating an annual school plan, assuring its coordination with division-wide goals;
- Employs various processes for gathering, analyzing, and using data for decision-making;
- Identifies, analyzes, and resolves problems using effective problem-solving techniques;
- Provides service to the profession, the division, and the community;
- Contacts parents immediately, or as soon as reasonably possible, in the event of an accident serious illness, or other matter pertaining to the general welfare of the student as directed;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model of an educated professional in appearance, demeanor, dress and
- Assumes responsibilities outside the classroom as they relate to school;
- Takes all necessary and reasonable precautions to protect students, staff, equipment, materials, Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Demonstrates non-discriminatory practices in all activities;
- Performs related duties as assigned by the Superintendent of Schools in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the elementary and/or secondary education and special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching and administration; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, parents, and community members.

EDUCATION AND EXPERIENCE

Candidate must be a graduate of an accredited college or university. Candidates must possess or be eligible for a Postgraduate Professional License with endorsement as a Principal or Administration/Supervision K-12.

SPECIAL REQUIREMENTS

Must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, teachers, and parents as attested to by the Division Superintendent of Schools. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school settings to include: school office, classrooms, gym, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular contact with special needs children is necessary. Regular contact with staff members, students, parents, and community members is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION

The Director of Special Services will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.