

SCHOOL DISTRICT OF WALTON COUNTY

DISTRICT COORDINATOR

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Valid Florida certification.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the current trends, research and best practices related to assignment. Knowledge of personnel procedures. Knowledge of the organization and operation of the district. Knowledge of federal, state and district rules, regulations and policies as they relate to job function. Knowledge of the hardware and software applications used throughout the district. Skill in human interaction and conflict resolution. Skill in handling constituents' problems, concerns and emotional distress with sensitivity and tact. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate both orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to make presentations to a variety of audiences. Ability to develop and manage budgets. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to handle highly stressful situations. Ability to delegate and monitor assignments. Ability to use group dynamics within the context of cultural diversity.

REPORTS TO: Assigned Supervisor or Director

JOB GOAL

To administer services for the district in compliance with law, policy, and rules in a manner that will enhance the school district. Ensures the goals and objectives of the School District are achieved to meet the needs of the students, personnel, and public.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

Inter/Intra-Agency Communication and Delivery

- *(1) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(2) Respond to inquiries and concerns in a timely manner.
- *(3) Keep supervisor informed of potential problems or unusual events.

DISTRICT ADMINISTRATOR (Continued)

- * (4) Serve on district, state or community councils or committees as assigned or appropriate.
- * (5) Provide oversight and direction for cooperative planning with other agencies.
- * (6) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.

Professional Growth and Improvement

- * (7) Maintain a network of peer contacts through professional organizations.
- * (8) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- * (9) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (10) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (11) Participate in state and district training programs and courses to increase the level of department services.

Systemic Functions

- * (12) Represent the district in a positive and professional manner.
- * (13) Prepare the annual budget and monitor its implementation as required.
- * (14) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (15) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- * (16) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- * (17) Conduct periodic studies for the purpose of improving the delivery of department services.
- * (18) Assist in the development of policies and procedures for department services.

Leadership and Strategic Orientation

- * (19) Provide leadership and direction for assigned areas of responsibility.
- * (20) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- * (21) Assist in implementing the district's goals and strategic commitment.
- * (22) Exercise proactive leadership in promoting the vision and mission of the district.
- * (23) Set high standards and expectations and promote professional growth for self and others.
- * (24) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- * (25) Collaborate with executive director, other departments and agencies, and contribute to the planning and operation of the district.
- * (26) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (27) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (28) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

DISTRICT ADMINISTRATOR (Continued)

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.

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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.

Administrative Salary Schedule – Pay Grade 6

EVALUATION:

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