

SCHOOL DISTRICT OF WALTON COUNTY
SPECIALIST-SCHOOLS AND LEADERSHIP DEVELOPMENT

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree from an accredited institution
- (2) Valid Florida Educator's Certificate in Educational Leadership, Administration and Supervision, or School Principal.
- (3) Minimum of five (5) years verified experience as a School Principal.
- (4) Satisfactory criminal background check and drug screening.
- (5) Such alternatives to the above requirements as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to operate a personal computer and other equipment for presentation purposes. Ability to supervise people. Ability to plan and present information to the public. Ability to work cooperatively with other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the district at state and regional functions. Knowledge of current technologies that are available. Knowledge of and experience with the administration of schools.

REPORTS TO:

Superintendent of Schools or designee

JOB GOAL

To provide leadership in the planning, development, implementation and evaluation of systems and programs designed to prepare, support, and evaluate Principals and schools in an effort to supplement and complement the instructional program to meet the needs of students, as assigned, throughout the District.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Provide leadership in the planning, development, implementation and evaluation of systems and policies to prepare, support, and evaluate Principals and school-based administrators.
- *(2) Develop, coordinate, and monitor the evaluations of all Principals.
- *(3) Coordinate the planning, development, implementation and evaluation of educational leadership programs.

- *(4) Coordinates programming and oversees the effectiveness of the Level II (Aspiring) Principals Program.
- *(5) Assists in coordinating the planning, development, implementation and evaluation of programs derived from district and state initiatives.
- *(6) Serve as a program consultant to district and school personnel to assist in the identification of program needs and selection of appropriate materials and equipment.
- *(7) Assist district and school personnel in initiating and implementing new programs.
- *(8) Assists district and school personnel in development and implementation of job related contracts and grants.
- *(9) Coordinate and conduct the necessary activities to utilize the results of assessment for improving programs.
- *(10) Analyze data and prepare reports on results from state and district.
- *(11) Provide assistance for the development and implementation of minimum performance standards.

Inter/Intra-Agency Communication and Delivery

- *(12) Develop and administer cooperative agreements and contracts with other school districts, government and community agencies, and private schools.
- *(13) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(14) Respond to inquiries and concerns in a timely manner.
- *(15) Keep supervisor informed of potential problems or unusual events.
- *(16) Serve on district, state or community councils or committees as assigned or appropriate.
- *(17) Provide oversight and direction for cooperative planning with other agencies.
- *(18) Assist in the interpretation of program, philosophy and policies of the district to staff, students, parents and the community.
- *(19) Work closely with district and school staffs to support school initiatives and processes.

Professional Growth and Improvement

- *(20) Maintain a network of peer contacts through professional organizations.
- *(21) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- *(22) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(23) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(24) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.

Systemic Functions

- *(25) Assist in the development of policies in area of responsibilities.
- *(26) Represent the district in a positive and professional manner.
- *(27) Develop the department budget and monitor its implementation, as required.
- *(28) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(29) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(30) Demonstrate support for the school district and its goals and priorities.

Leadership and Strategic Orientation

- *(31) Provide leadership and direction for assigned areas of responsibility.

- *(32) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(33) Assist in implementing the district's goals and strategic commitment.
- *(34) Exercise proactive leadership in promoting the vision and mission of the district.
- *(35) Set high standards and expectations and promote professional growth for self and others.
- *(36) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
- *(37) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(38) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(39) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the adopted salary schedule for Administrative Personnel: Pay Grade 9

Length of the work year and hours of employment: Twelve month. 7.5 hours per day.

EVALUATION:

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