

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

TEACHER ON SPECIAL ASSIGNMENT

QUALIFICATIONS:

1. Valid Florida Certificate in Administration and Supervision or Educational Leadership
2. Seven years experience School/District Level.

REPORTS TO:

Principal

SUPERVISES:

Instructional and non-instructional staff

POSITION GOALS

Administer a sound and effective school program.

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership in curriculum development based on State/County guidelines and focused upon student needs and community involvement.
2. Interviews, selects and recommends personnel for employment.
3. Perform as classroom teacher in certified teaching area in addition to administration duties.
4. Prepares and submits the school budget requests and monitors expenditures per Red Book and County Accounting Guidelines assessment and statistical data.
5. Organizes and supervises the student activity program.
6. Assumes responsibility for property control.
7. Prepares and submits applications, reports, schedules, surveys as required by local, state, federal agencies.
8. Conducts staff meetings as needed keeping staff aware of policies, programs, and responsibilities.
9. Conduct annual evaluations of instructional and non-instructional staff.
10. Performs other duties assigned by the Superintendent, student scholarship and dual enrollment programs.

TERMS OF EMPLOYMENT:

Twelve months. Salary to be based on the Board adopted Administrative Salary Schedule.

EVALUATION:

Performance of this position will be evaluated annually by the Superintendent. The job description will be re-evaluated annually by the School Board to determine continuance or modification.