

SCHOOL DISTRICT OF ALACHUA COUNTY

**ASSISTANT TO THE SUPERINTENDENT --
COMMUNITY AND SCHOOL RELATIONS**

JOB DESCRIPTION

JOB CODE:	720050	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	05
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution.
- (2) Minimum of five (5) years progressively responsible administrative and supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current research, trends, and best practices in assigned areas of responsibility. Knowledge of state and federal laws, regulations, statutes, rules and procedures as they relate to all students. Ability to work with administrators, teachers, and other resource persons. Ability to work successfully with individuals and groups with divergent interests. Proven problem solving and inter-personal relations skills.

REPORTS TO:

Superintendent

JOB GOAL

To provide effective assistance to the Superintendent in maintaining positive school community relations.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Serve as the Superintendent's liaison with designated school and community representatives.
- *(2) Advise the Superintendent on specific matters relating to the improvement of community and school relations.
- *(3) Assist the Superintendent with general administrative duties as required.
- *(4) Assist the Superintendent in interacting with individuals and groups to facilitate problem solving and dispute resolution.
- *(5) Assume responsibility for special projects as assigned.
- *(6) Prepare special reports for the Superintendent and Board.
- *(7) Develop proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- *(8) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.

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- * (9) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (10) Be knowledgeable of and adhere to Board Policies.
- * (11) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- * (12) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (13) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (14) Monitor district compliance with applicable codes, rules and statutes.
- * (15) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District.
- * (16) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep Superintendent informed of potential problems or unusual events.
- * (17) Assist in the preparation and administration of the District and divisional budget.
- * (18) Participate in the development of policies and procedures.
- * (19) Attend meetings and conferences to promote professional growth and benefit the District.
- * (20) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (21) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (22) Develop appropriate Board agenda items pertaining to areas of responsibility.
- * (23) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- * (24) Respond to inquiries and concerns in a timely manner.
- * (25) Model and maintain high ethical standards.
- * (26) Plan, implement and evaluate staff development activities of assigned personnel.
- * (27) Adhere to applicable safety standards.
- * (28) Follow attendance, punctuality and proper dress rules.
- * (29) Maintain confidentiality regarding school/workplace matters.
- * (30) Serve on district, state or community councils or committees as assigned or appropriate.
- (31) Perform other duties as assigned.

**Essential Performance Responsibilities*

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.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

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EVALUATION:

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

Job Description Addendum No. 11

Adopted: 7/20/10