

Shared Administrator

Desired Qualifications:

A Master's degree from an accredited college or university.

Iowa Administrator's Certificate.

Ability to work with administrators, teachers, staff and general public.

Desire someone with good background in dealing with people, government regulations and agencies and curriculum.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to:

Superintendent

Position Goal:

To work with federal and state mandates, including asbestos, Right to Know, state standards and curriculum.

Functions of Shared Administrator:

Identifies all federal and state mandates and assesses their impact on the schools.

Researches the mandates and develops goals, action plans and time lines to assure that all federal and state mandates are met in a timely fashion.

Works with the appropriate personnel to assure that the steps necessary to meet the mandates are communicated and understood.

Keeps self current and trained in the skills necessary to meet the mandates.

Trains or acquires the training necessary to assure that the appropriate personnel have the training or background necessary to meet federal and state mandates.

Project cost figures and develops the budgets that will be necessary to comply with the mandates.

Informs, interprets and recommends to the superintendent or business manager the effects of current and impending federal and state legislation or mandates and prepares testimony for the board concerning mandates and legislation.

Obtains the information, forms, data and application forms necessary to meet the requirement of the mandates. Fills out all necessary forms or develops the necessary plans to comply with mandates.

Establishes the practices and routines that will be necessary to comply with mandates.

Provides follow up and assessment to determine if ongoing programs established to comply with the standards are functioning properly and that personnel involved are performing satisfactorily.

Assumes the responsibility for writing proposals, policies and grants necessary to comply with the mandates.

Evaluates compliance with all mandates on a regular basis.

Prepares an annual report of mandates met, progress underway and the importance of new plans being undertaken. Helps superintendent or business manager and board determine priorities in meeting mandates.

Lobbies the appropriate controlling authorities.

Communicates to the staff and public the reason for the mandates, how districts are meeting them and why compliance is important.

Carries out all other duties required and approved by the superintendent or their designee.

Sets priorities in the context of improving student achievement.

Articulates and promotes high expectations for teaching and student learning.

Aligns the educational programs, plans and actions to the district's vision and goals for student learning.

Creates symbols, ceremonies, and activities that support the vision and mission of the district.

Develops communication strategies to inform stakeholders of progress towards the vision and mission of the district.

Provides leadership for assessing, developing and improving school environment and culture.

Recruits, interviews and recommends teachers and staff to support quality instruction.

Provides leadership, encouragement, opportunities, and structure for all staff to continually design more effective teaching and learning experiences for all students.

Evaluates staff and provides direction for improving instruction.

Develops and supports professional development of staff to improve student learning.

Demonstrates awareness of professional issues and developments in education.

Develops and revises as needed his/her own professional development plan for continued improved performance.

Operational procedures are designed and managed to maximize opportunities for successful learning.

Effectively manages board policies and procedures.

Demonstrates effective communication skills with a variety of stakeholders in the operation of the school.

Addresses problems in a timely manner.

Manage fiscal resources of the schools responsibly, efficiently, and effectively.

Works to assure the school plant, equipment, and support systems operate safely, efficiently and effectively.

Engages the community to create shared responsibility for student and school success.

Promotes and supports parent/student/community involvement in the school.

Shares leadership and decision-making.

Connects students and families to the health, human and social services they need to stay focused on learning.

Demonstrates ethical, trustworthy, and professional behavior.

Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.

Treats people fairly, equitably, and with dignity and respect.

Applies policies and procedures in a fair and equitable manner.

Demonstrates appreciation for and sensitivity to the diversity in the school community.

Serves as an effective spokesperson for the welfare of all members of the learning community.

Promotes respect for diversity in the school and community environment.

Engages in dialogue with other decision-makers to improve teaching and learning.

Communicates clearly to the community about building/district issues and performances.

Provides leadership through assisting in the development of mutual expectations, procedures for working together, and formulating district policies.

Knows and supports the building/district school improvement plan and accurately interprets and reports progress on goals.

Other duties as assigned.

Terms of Employment:

Salary and work year to be reviewed and established annually by the board.

Evaluation:

Performance of this position will be evaluated annually in accordance with provisions of the board's policy on evaluation of personnel.