



Job Title: **Administrator on Special Assignment**

Department: **Student Support Services**

Supervisor: **Director of Student Support Services**

Lane Placement: **Administrative Lane 3**

Schedule: **8 hrs / 242 days** Evaluation Group: **CLASS-D**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Administrator on Special Assignment works with the Department of Human Resources and the Department of School Performance to provide coverage for elementary principals who are absent and to collect data regarding major disruptions during the principal's absence.

The Administrator on Special Assignment also works with the Department of Student Support Services and provides support to the Director of Student Support Services.

ESSENTIAL FUNCTIONS

The Administrator on Special Assignment promotes the success of every student by:

- Facilitating the development, articulation and implementation for a college, career and citizenship ready education.
 - Maintains high and measurable expectations for all students and educators which are monitored with data.
 - Maintains a process of creating a shared vision, mission, and goals with the Building Leadership Team that aligns with the Canyons' Academic Plan.
- Sustains a school focused on teaching and learning.
 - Ensures strong professional cultures that support student achievement through the CSD Response-to-Intervention (RtI) Framework of evidence based practices.
 - Supports the implementation of Common Core State Standards and the Utah Core Curriculum using District adopted materials with fidelity.
 - Guides and supports quality professional development.
 - Ensures that instruction meets the diverse learning needs of all children.
 - Uses a variety of information and data to evaluate student learning, effective teaching, and program quality.
- Ensures effective management of the school and strategic distribution of resources for a safe, efficient, and effective learning environment.
 - Supports the consistent implementation of the school's Positive Behavior Intervention Supports (PBIS).
 - Protects the well-being and safety of students and staff.
 - Conducts personnel evaluations that develop and improve professional practice, if requested by School Performance Director.
 - Provides effective supervision at extra-curricular activities as dictated by school needs.
- Collaborates and communicates effectively with faculty, staff, parents, community members, and responds to diverse community interests, when needed.
- Acts with, and ensures a system of integrity, fairness, equity, and ethical behavior.
 - Demonstrates appropriate, ethical, and legal behavior including compliance with IDEA, Section 504, FERPA, and ADA.
 - Demonstrates respect for diversity by cultivating cultural sensitivity and embedding equitable practices.

- Provides substitute coverage for elementary principals by assuming their administrative duties.
- Collaborates with the development and analysis of the Discipline Data Dashboard
- Identifies and writes grants as directed
- Predictable and reliable attendance

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a Master’s Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah with a “License Area of Concentration” of “Administrative/Supervisory (K-12)”.
- Requires graduate level writing and verbal skills.
- A minimum of five (5) years of K-12 or higher education teaching experience preferred.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
 It is the employee’s responsibility to review and adhere to all district policies and procedures.
 This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019