

Job Title: Administrative Teacher on Special Assignment
Department: Secondary Education
Reports To: Assigned Principal
FLSA Status: Exempt
Salary Schedule: TT (up to Teacher on Special Assignment level 4)



SUMMARY

Under the direction of the School Principal, the primary responsibility of the Administrative Teacher on Special Assignment is to provide administrative support and resources to the administrative staff in the assigned school by coordinating services, programs, activities, and instructional interventions with appropriate level of administration as directed by the assigned School Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Assists the principal in the overall administration of the school and assumes leadership of the school in the absence of the administrative staff when directed by school principal.

Relates to students with mutual respect while carrying out a positive and effective discipline policy.

Serves on educational committees with students, parents and/or staff, in order to continually improve learning experiences for students and enhance home/school communications.

Researches alternative methods of scheduling classes and implements procedures which facilitate the achievement of program goals.

Develops plans for emergency situations, in cooperation with staff and public safety agencies.

Takes administrative responsibility for the student activity program.

Communicates effectively with the business and residential community and participates in civic activities.

Maintains a commitment to ongoing growth in self and others, supporting and participating in District and site professional growth programs.

Demonstrates positive attitude toward job and remains a flexible and innovative team builder.

Assists in providing parent education opportunities.

Inspects the school building and grounds regularly to see that they are free from hazards which might cause accidents and notify the maintenance supervisor of any conditions which need to be remedied.

Reports to the principal, superintendents, and/or maintenance supervisor any damage incurred at any time; where damage is serious and appears to have been done deliberately, it shall also be reported to the police.

Confers with teachers, students, and parents concerning educational, behavioral, and attendance problems in the school.

Articulates goals and policies as appropriate to staff, students, parents, and the community.

Ensures and oversees discipline among students, making provision for the supervision of the school according to the approved practices and policies.

Oversees and manages the conduct of the pupils who are being transported by bus, during the period in which they are in, entering upon, or alighting from the school bus as is provided by State Regulation or District Policy.

Performs such other duties and assumes such other responsibilities as the principal may request.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities unless otherwise specified by assigned school principal.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Knowledgeable of local policies, state and federal laws relating to minors.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's degree in Education and four to six years' classroom instruction and related administrative experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS

An active Utah Administrative/Supervisory License is required for this position.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The noise level is moderate.

Prepared By: HR Position Management Specialist			Date: 3/18/2016
Approved By:			Date:
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	