

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

DIRECTOR OF ADMINISTRATION

QUALIFICATIONS:

- (1) Master's Degree.
- (2) Certification in educational leadership or school principal.
- (3) Minimum of five (5) years successful administrative experience.
- (4) Minimum of three (3) years teaching.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret and enforce Florida statutes, State Board rules and School Board policy. Knowledge of the Americans with Disabilities Act (ADA). Ability to demonstrate administrative and technical expertise in multiple areas including budget, personnel, purchasing, transportation, food service, facilities, maintenance and collective bargaining. Knowledge of regulations pertaining to health, safety, and environmental issues. Ability to use effective public relations skills. Ability to effectively use problem-solving skills. Ability to plan, manage and supervise. Demonstrated strong written and oral communication skills and interpersonal skills.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent substantially and effectively by providing leadership in the planning, development, implementation and evaluation of a comprehensive program of operational and support services.

SUPERVISES:

Director, Finance
Director, Maintenance
Director, Personnel
Director, Management Information Systems / Technology
Coordinator, Transportation
Food Service Coordinator

PERFORMANCE RESPONSIBILITIES:

- * (1) Conduct research for collective bargaining and serve as the Board's contact with the Chief Negotiator.
- * (2) Monitor and facilitate all phases of construction, including planning, supervision, and reporting.
- * (3) Administer a comprehensive program of school plant construction, maintenance, transportation, food and purchasing services that will enhance a safe, clean, attractive, and pleasant school atmosphere.
- * (4) Assume responsibility for the coordination of finance, support, and personnel services.
- * (5) Interpret negotiated contracts to members of the staff and provide training concerning the management of collectively bargained contracts.

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- * (6) Plan, organize, and coordinate matters in fact-finding, arbitration, unfair labor charges, and cases heard before the Board and public commission for other bodies.
- * (7) Provide information services to management staff members serving on the School Board's negotiating team.
- * (8) Maintain regular liaison with Florida School Labor Relations Service, Florida School Boards Association, and Florida Association of School Administrators in matters relating to employee relations.
- * (9) Coordinate the review and update of Board policy.
- *(10) Keep abreast of and interpret District policies, State law, and State Board regulations for staff and community.
- *(11) Develop administrative guidelines to implement Board policy.
- (12) Provide input to employee insurance and calendar committees.
- (13) Assume responsibility for review of matters with legal implications; consult Board attorney on such items.
- (14) Assist with the development of bid specifications.
- (15) Serve as the District coordinator for general records retention schedule.
- *(16) Assist in the determination of school needs and make appropriate recommendations.
- *(17) Report on the status of District programs and services at the request of the Superintendent.
- (18) Prepare drafts of needed Board policies and administrative rules for the Superintendent's review and action.
- (19) Maintain liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
- *(20) Communicate to the Superintendent the requirements and needs of the District as perceived by staff members.
- *(21) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- *(22) Prepare or oversee the preparation of all required reports and the maintenance of all appropriate records.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(24) Ability to work in a constant state of alertness and safe manner.

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 District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 6

Salary Schedule 1.0170

Revised Board Approval 04/11/2017