



**JOB DESCRIPTION**

**JOB TITLE: Director of Administrative Leadership and Services**

Position Type: <b>Exempt</b>	Department: <b>Administrative Leadership &amp; Services</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Deputy Superintendent of Administrative Leadership &amp; Services</b>
Salary Range: <b>8</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Shift: <b>Day</b>
Approved by: <b>Human Resources</b>	Date: <b>May 12, 2023</b>

**POSITION SUMMARY:**

This position acts as Director of Safe Schools. The Director serves as a liaison between schools and the District in a supportive role for the school in its operations. The Director may support in the role of school supervision.

*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.*

**ESSENTIAL FUNCTIONS:**

- Carries out the goals of the District’s Strategic Plan and the Portrait of a Graduate
- Oversees school operations which includes school safety and parent interactions and communications.
- Responsible for the effective design and implementation of effective systems for items such as school and district Emergency Response Plans (ERPs) as well as all aspects of Safe Schools Operations (e.g. Threat Assessments, Student Safety Plans, Suicide Prevention, etc.).
- Design and deliver training on a monthly, yearly and multi-year basis to all relevant campus and district personnel regarding school and district Emergency Response Plans (ERP) as well as all aspects of Safe Schools Operations (e.g. Threat Assessment, Student Safety Plans, Suicide Prevention, etc.).
- Monitor the implementation of Emergency Response Plans at all schools and provide feedback for continuous improvement to campus leaders and other relevant school personnel.
- Oversees the ADE School Safety Program Grant development and implementation.
- Acts as the Evacuation/Reunification Coordinator.
- Coordinates the Crisis Incident Management Team.
- Oversees school discipline through the development of campus discipline plans and coordinating with the School Operations Coordinator regarding discipline referrals.
- Provided oversight and guidance to campus leaders on long-term suspensions.

- Acts as a liaison between principals and parents regarding complaints and serves as the District point of contact when necessary.
- Meets with campus leaders as needed regarding policies and procedures.
- Oversees the work of the School Operations Coordinator with respect to the Student Rights and Responsibilities Handbook.
- Serves as the District's Title IX Coordinator and possess knowledge of the District's policies and procedures on Title IX. The Director will be involved in the drafting and revision of the District's policies and procedures to ensure that they comply with the requirements of Title IX. May provide direction to ALS Managers to support Title IX investigations.
- Supports the implementation of effective MTSS-B systems.

#### **Administrative Leadership and Services Department Functions:**

- Conduct regular check-ins with relevant members of the Administrative Leadership and Services Department on a daily and/or weekly basis.
- Ensure relevant information (e.g. agenda items) is updated for scheduled Administrative Leadership and Services department meetings.
- Support the Deputy Superintendent with District level reports (e.g. Board reports, etc).
- Works with Deputy Superintendent to maintain and provide leadership with Administrative Management Guidelines (AMGs).
- Works closely with ALS Managers and provides consultation when needed
- Is highly visible at the District Office and campus locations.

#### **MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

#### **SUPERVISORY RESPONSIBILITIES:**

- Supervises the School Operations Coordinator.
- May support the Deputy Superintendent of ALS with principal supervision.

#### **OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Remain current on latest laws, regulations and required data.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.

- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates collaborative problem-solving skills.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

#### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.

#### **EDUCATION AND/OR EXPERIENCE:**

- Master's degree or higher is preferred.
- Minimum of five years successful teaching.
- Knowledge and appropriate experience regarding high school activities and athletics preferred.
- Valid Arizona Administrative Certificate.
- Experience leading teams, project management and school administrators.
- Minimum of five years school administration preferred.

#### **LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

#### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

#### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- 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.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*