



## JOB DESCRIPTION

JOB TITLE: **Administrative Leadership & Services Manager II**

Position Type: <b>Exempt</b>	Department: <b>Administrative Leadership &amp; Services</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Director of Administrative Leadership &amp; Services</b>
Salary Range: <b>7</b>	Location: <b>District Office</b>
Term of Employment: <b>12 months</b>	Date: <b>April 12, 2023</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

To perform all duties and responsibilities in an exemplary manner, such that the District will derive the maximum productivity from its employees and thereby achieve and maintain standard excellence as a public school district and achieve the goals as outlined in the strategic plan.

### **ESSENTIAL FUNCTIONS:**

#### **Educational Programs & Principal Support:**

- Supports principals in using data to establish goals for student achievement and the general functioning of the school.
- Works with principals to implement educational programs identified by the district and school.
- Counsels principals in the underlying political, social, economic, legal, and cultural context of the school in order to serve the community and address current and potential concerns.
- Maintains quality interactions with principals, assistant principals, and school staff through frequent visits to schools (both during and after regular school hours).
- Supports principals in their identification and monitoring of Individual Professional Plan goals.
- Provides input and assistance into principal evaluation as appropriate and assigned.
- Supports principals with the development and refinement of effective MTSS-B systems.
- Works with Deputy Superintendent and Director of Operations to maintain and provide leadership with Administrative Manual Guidelines (AMGs).

- Works with Deputy Superintendent and Director of Operations to establish and carry out effective communication systems with school administrators.
- Shift from being a coach to supervisor as necessary to push the learning of the principal.
- Ability to develop a yearlong written professional development plan.

**Administrative Professional Development and Succession Planning:**

- Plans and facilitates selected assistant principal trainings.
- Plans and facilitates Aspiring Administrators Program.
- Plans, facilitates and presents at administrative trainings and meetings as appropriate. (e.g. New Leader Onboarding, Level Meetings, Title I, Region, etc.)
- Compose monthly written communication to new leaders.
- Works with Director of Organizational Improvement to nominate administrators for earned recognitions.
- Ability to develop a yearlong written professional development plan.

**Administrative Leadership and Services Department Functions:**

- Assists the Director of Operations with training, monitoring, and implementation of school and district Emergency Response Plans (ERP) as well as all aspects of Safe Schools Operations.
- Assists the Director of Operations and Manager of Federal Programs with School Safety Program Grant development and implementation.
- Assists the Director of Athletics and the District's Athletic Coordinator(s) with middle school athletics development and operations.
- Conduct regular check-ins with relevant members of 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.
- Work in tandem with PBIS/SEL Specialist and other relevant personnel to plan and facilitate effective MTSS-B school systems.
- Support the Deputy Superintendent with District level reports (e.g. Board reports, etc).
- Participates in district professional development activities in a timely manner.
- Ability to develop a yearlong written professional development plan.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises assigned personnel, conducts annual performance appraisals and makes recommendations for appropriate employment action.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

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

- Demonstrates initiative to support in ALL areas of ALS and other District departments.
- 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.
- 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 maintain a well-groomed appearance.
- 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.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Makes clear and well-defined decisions.
- Remain current on latest laws, regulations and required data.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have a valid Arizona Administrative Certificate.
- 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 degree.
- Minimum of five years teaching and supervisory experience with responsibilities requiring a broad knowledge of district and Academic Services policies and procedures preferred.
- Minimum three years of principal experience required.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.

**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.
- Utilizes student testing and related data to identify student strengths and weaknesses.

**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 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.*

*This is a temporary management guide tool, subject to change.*