

# BUTLER COUNTY SCHOOLS

## ADMINISTRATIVE ASSISTANT FOR SYSTEM OPERATIONS

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's degree with certification in Educational Leadership or related field.
- (2) Minimum of five (5) years of administrative/supervisory experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the teaching/learning process in the school setting. Knowledge of local, state and national policies which impact education. Ability to supervise implementation of a sound budgeting process. Ability to communicate effectively to a variety of audiences in both written and oral forms. Ability to facilitate groups to consensus. Knowledge of conflict resolution strategies. Knowledge of effective schools concepts and principles. Knowledge of state-of-the-art research and best practices in areas of responsibility. Ability to understand the Course Code Directory and Alabama Statutes related to curriculum requirements. Ability to balance several job functions at one time and work under a heavy work load. Ability to work cooperatively with other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies

#### REPORTS TO:

Superintendent

#### JOB GOAL

To assist the Superintendent by providing leadership for school operations and the delivery of services to facilitate the best possible educational programs throughout the School System.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- 1) Integrate the System mission with school improvement initiatives.
- 2) Assist principals in developing, implementing and evaluating school programs related to operations and school safety.
- 3) Coordinate the short- and long-range planning process with school administrators as it relates to school/system operations.
- 4) Coach and/or mentor and form partnerships with principals in a developmental growth process.
- 5) Involve principals in problem identification and problem solving related to commonly identified concerns related to school operations and school safety.
- 6) Provide leadership for school improvement activities such effective student discipline and student equity.
- 7) Conduct on-site visits to schools.
- 8) Coordinate the transfer or assignment of assigned personnel and programs between/among schools.

## **ADMINISTRATIVE ASSISTANT FOR SYSTEM OPERATIONS (Continued)**

- 9) Provide information and advice to the Superintendent regarding the effective and efficient operation of schools.
- 10) Serve in an ex-officio capacity on system-level committees representing schools.
- 11) Assist principals with staffing patterns, facility maintenance/operations, student management, community relations, program operations, organizational patterns, and space utilization.
- 12) Guide principals in professional growth and development activities in the pursuit of individual and organizational success.
- 13) Keep well informed about current trends in education.
- 14) Work with appropriate personnel in the planning, modification and construction of school facilities and student assignment.
- 15) Assist in the development of administrative guidelines.
- 16) Assist in the development of policies.
- 17) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 18) Prepare all required reports and maintain all appropriate records.
- 19) Serve on the Superintendent's Executive Leadership Team.
- 20) Represent the System in various community Board committees and activities.
- 21) Assist the Superintendent in establishing and maintaining effective communication with schools and the community.
- 22) Perform other incidental tasks consistent with the goals and objectives of this position.

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

### **EVALUATION:**

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

\*Essential Performance Responsibilities