

**GULFPORT SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Assistant Administrator

Board approved August 5, 2013

**QUALIFICATIONS:**

1. AA certificate in Administration and Supervision
2. Three to five years successful teaching experience

**SUPERVISES:** 6<sup>th</sup> Grade Academy Instructional Staff  
Dropout Prevention Program Staff

**REPORTS TO:** Building Principal  
Program Supervisor

**JOB GOAL:**

To carry out the functions as outlined in the job description to provide effective educational programs and experiences for students and to attain the goals and objectives of the Gulfport School District

**TYPICAL DUTIES AND RESPONSIBILITIES:**

1. Assist in the planning, development, organization, coordination, and supervision of instructional programs and activities; interpret and implement the District-approved curriculum program and strategic plan for the 6<sup>th</sup> Grade Academy/Dropout Prevention Program
2. Assists in providing leadership to the professional staff in determining objectives and identifying school needs as the basis for developing long and short range plans for the academy/program
3. Assists in screening, selecting, assigning, supervising, and evaluation performance of certified and classified staff members
4. Assists in planning, organizing, and implementing district staff development and training; encourages and supports professional growth for all staff members; participates in his/her own professional growth
5. Assists in assigning students in such a way as to encourage their optimal growth and make periodic appraisals of their progress; advises, counsels, and assists instructional support and auxiliary personnel in problem solving activities pertaining to student performance and behavior to determine appropriate solutions
6. Attends Teacher Support Team (TST), Response to Intervention (RTI) and Individual Educational Planning (IEP) meetings, as needed; maintains liaison with district personnel
7. Monitors Academy/Program student enrollment and attendance
8. Facilitates the planning, scheduling, and supervision of student activities
9. Facilitates the planning and implementation of school plans and organizational procedures for the health, safety, discipline, and conduct of the students
10. Maintains effective community relations; assists in communicating to parents regarding all phases of the educational program; assists the principal/director in carrying out a program of

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community relations

11. Assists the principal/director with communications between the district administration and the site, and interprets, supports, and implements district and state policies
12. Assists in the responsibility of the operational effectiveness of the school including planning, supervising, and directing the business operation of the school in accordance with district policy and procedures
13. Assists in the site budget planning process and expenditure control
14. Performs other duties as assigned

### **TERMS OF EMPLOYMENT:**

235 days annually with salary in accord with the Administrative Salary Schedule as approved by the Board of Trustees

### **EVALUATION:**

Performance of the Assistant Administrator will be evaluated annually in accordance with provision of Board policy.