

**Job Title:** ADMINISTRATIVE DIRECTOR  
**Reports to:** Superintendent of Schools  
**Dept./School:** Executive Office  
**Wage/Hour Status:** Exempt  
**Date Revised:** November 13, 2017

### **Primary Purpose**

The Administrative Director is a cabinet level position and serves under general direction of the Superintendent to accomplish the District's Goals essential to implementing the operational and instructional vision and focused plans for improving student achievement; provides oversight in the operations of the Cabinet, performs executive assistance in District level communications and grant writing; and provides oversight in the development and briefings of Board policy.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree  
Texas Principal or other appropriate Texas certificate  
Certified appraiser

### **Special Knowledge/Skills**

Ability to manage and complete projects with attention to detail.  
Ability to balance multiple projects under tight deadlines  
Demonstrate strong organizational skills.  
Knowledge of District organization and operations, policies and objectives.  
Exhibits the ability to communicate effectively, including the ability to edit, proofread and adapt writing style as appropriate, required.  
Knowledge of and ability to interpret Board Policies (Legal, Local and Administrative)  
Ability to provide effective leadership and management strategies and techniques.  
Ability to develop reports and presentations utilizing a variety of writing and presentation techniques.

### **Experience**

Five years leadership experience in School Administration  
Elementary and Secondary Leadership experience  
Central Office experience

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Provide general professional support and operational assistance to the Superintendent including managing special projects and leading key initiatives, by resolving complex issues that require executive leadership and direction, and by supporting the deliverables of the Superintendent's Cabinet.
2. Serve as a key strategic planner, ensuring that- expectations and deadlines are clearly communicated throughout the organization and that issues that need the Superintendent's or Cabinet's attention, are dealt with in a timely manner (To Do Lists, Master District Deadline Matrix and Principal's Matrix).
3. Collaborate with the Superintendent and members of the Cabinet in strategic planning, and the development of models and deployment of strategies designed to support district staff, school based leaders, professional educators, and students.
4. Support the Superintendent through preparation of written materials and presentations for the purpose of getting out clear and effective communications.
5. Serve as the District's Policy Contact and oversees the maintenance and update of Legal, Local and Administrative policies.

6. Serve as the liaison and contact between the Superintendent and internal/external stakeholders and leadership teams to gain diverse perspectives in the development and support of District initiatives and priorities (Teacher Forum, Citizen's Committee, etc.).
7. Keep the Superintendent informed of the overall operation of the district through weekly reporting.

### **School and Community Relations**

8. Articulate the District's Vision and Goals to internal/external stakeholders and leadership teams, and assists in interpreting and soliciting support and feedback of District programs, policies and philosophy in realizing the School Board of Trustees goals.
9. Assist the Superintendent with organizing and crafting notices, reports and presentations for public release and briefings which can include presentations to the Board, press releases, blog, and District brochures.
10. Work with the Superintendent and Board Secretary to prepare agendas, structure meetings, and ensure accuracy of Board minutes.
11. Represent the District and Superintendent at public events and in various capacities with government and community organizations as assigned.
12. Analyze and manage sensitive issues such as parent/community concerns that arise frequently in the rapidly changing environment of the Superintendent's office.
13. Respond to inquiries, concerns, and complaints regarding issues, programs, policies, and procedures as assigned.
14. Represent the District as a Level II hearing officer in Parent and Community grievances to include the notification of hearing, conduct the hearing, the investigation (if needed), and prepare the grievance response per School Board policy.

### **Grant Research, Execution and Monitoring**

15. Conduct research on grant opportunities (e.g. facility improvements, District-led reform, etc.) for the purpose of securing additional funding resources for both current and proposed services, programs and administrative operations, as well as serving as a clearinghouse for potential grant funding opportunities.
16. Present grant concepts and proposed applications to the Superintendent for the purpose of gaining the required administrative and board approvals, providing progress reports to administration and funding sources and/or advising other staff of potential funding sources.
17. Collaborate with a variety of district personnel (District Committee), for the purpose of reviewing grant guidelines and eligibility requirements; gaining critical information from committee members; explaining restrictions; establishing grant submission deadlines; and updating the committee on the progress and/or review of the grant submission.
18. Prepare grant applications and other associated materials according to the guideline provisions; and complies with grant submission requirements and timelines.
19. Maintain master files on district level grants.
20. Assist other District personnel (Cabinet, Directors, etc.) in providing technical assistance in their submission of grant-funded applications.

**Policy, Compliance Reports, and Law**

- 21. Serve as the District’s Policy Contact; develops, maintains and updates Local Policy and Administrative Regulations.
- 22. Work with the Superintendent and the Board to prepare agendas and structure Board Policy Review Committee Meetings.
- 23. Distribute and ensure web postings of all proposed policy updates and new Administrative Regulations and Exhibits in compliance with Board policy; and any applicable federal and state laws and regulations.
- 24. Maintain and update the Superintendent’s Evaluation Calendar.
- 25. Maintain and update the Board Handbook as needed.

**Other**

- 26. Serve as a second teacher evaluation appraiser as assigned.
- 27. Maintain confidentiality and discretion with sensitive issues and information.
- 28. Perform other duties as assigned by the Superintendent.

**Supervisory Responsibilities**

None

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent district and statewide travel; frequent prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_