

**SCHOOL DISTRICT OF SARASOTA  
COUNTY**

**JOB DESCRIPTION**

**[ADMINISTRATOR ON SPECIAL ASSIGNMENT - LEADERSHIP DEVELOPMENT]**

**DIRECTOR OF LEADERSHIP DEVELOPMENT**

**SALARY SCHEDULE: [APPROPRIATE ADMINISTRATIVE SCHEDULE & LEVEL]**

**ADMINISTRATIVE – C**

**COST CENTER: [OFFICE OF THE SUPERINDENDENT (9039)] EXECUTIVE**

**DIRECTOR, ELEMENTARY (9003)**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership.
- (3) Minimum of three (3) years experience as a [school-based administrator.] Principal.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of education leadership models and programs. Knowledge of data analysis and use of data. Knowledge of Best Teaching Practices and applications, accountability standards and processes. Capable of working independently in an unsupervised setting. Ability to effectively network with all professional personnel, foundations, and business partners. Ability to work well with others. Ability to communicate effectively, both orally and in writing.

**REPORTS TO:**

[Superintendent] Executive Director, Elementary

**JOB GOAL**

To ensure continuous improvement in student performance by preparing instructional leaders through ongoing opportunities for professional growth and development.

**SUPERVISES:**

Personnel as assigned

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Facilitate the development of a comprehensive, multi-tiered leadership program based on standards and a well-defined curriculum.
- \* (2) [Oversee the implementation of the Bank of America Leadership Center Grant.] Lead District Accreditation program
- \* (3) Align activities, strategies and evaluation of the leadership development program

**[ADMINISTRATOR ON SPECIAL ASSIGNMENT - LEADERSHIP DEVELOPMENT] DIRECTOR OF LEADERSHIP DEVELOPMENT** (Continued)]

- with district and school strategic plan goals and with other systems including the accountability system, the appraisal system, and the reward and recognition system.
- \* (4) Develop and facilitate appropriate professional development programs to improve leadership training.
  - \* (5) Work cooperatively with [the Professional Development Department] Executive Directors to plan and implement the leadership development program.
  - \* (6) [Facilitate Leadership Oversight Steering Committee meetings.] Lead Mentor program, intern placement, PRIDE updates.
  - \* (7) Oversee the budget for the leadership development program and lead fundraising efforts.
  - \* (8) Identify and address “gaps” in leadership training and delivery programs.
  - \* (9) Initiate appropriate professional development to complete a seamless approach among programs.
  - \* (10) Initiate strategies and approaches to leadership training that employ formative evaluation results to provide a continuous improvement cycle.
  - \* (11) Plan, schedule, implement and manage Leadership Summits including the Summer Leadership Institutes.
  - \* (12) Support expansion of coaching/mentoring and peer support programs.
  - \* (13) Align leadership training activities with the Florida Professional Development Evaluation Protocol.
  - \* (14) Maintain and update [Establish] evaluation instrumentation and protocols.
  - \* (15) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
  - \* (16) Prepare and present evaluation and monitoring reports for the school board and various fund sources.
  - \* (17) Interact with school/district-based leadership, outside agencies, business and community to enhance understanding of district leadership initiatives and priorities and to elicit support and assistance.
  - \* (18) Respond to inquiries or concerns in a timely manner.
  - \* (19) Keep the [Superintendent] Executive Director informed of potential problems or unusual events.
  - \* (20) Work closely with district and school staffs to support strategic plan initiatives and processes.
  - \* (21) Disseminate information and current research to appropriate personnel.
  - \* (22) Keep well informed about current trends and best practices in areas of responsibility.
  - \* (23) Maintain expertise in assigned areas to fulfill project goals and objectives.
  - \* (24) Develop annual goals and objectives consistent with and in support of district goals and priorities.
  - \* (25) Maintain a network of peer contacts through professional organizations.
  - \* (26) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
  - \* (27) Facilitate problem solving by individuals or groups.
  - \* (28) Prepare or oversee the preparation of all required reports and maintain appropriate records.
  - \* (29) Serve on district, state or community councils or committees as assigned or

appropriate.

- \*(30) Represent, consistently, the district in a positive and professional manner.
- \*(31) Provide leadership and direction for the assigned areas of responsibility.
- \*(32) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \*(33) Use appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(34) Assist in implementing the district's goals and strategic commitments.
- \*(35) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(36) Provide oversight and direction for cooperative planning with other agencies.
- \*(37) Set high standards and expectations for self and others.
- \*(38) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- (39) Perform other [incidental] tasks consistent with the goals and objectives of this position.
- \*(40) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

#### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

#### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

#### **EVALUATION:**

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

#### **Job Description Supplement No. 10**

\*Essential Performance Responsibilities