

Forsyth County Schools Job Description



Job Title: ASSISTANT ADMINISTRATOR (AA)

FLSA Status: EXEMPT

Salary Schedule/Days: TEACHER/PROFESSIONAL

Location/Department: SCHOOL BASED

Retirement Plan: TRS

POSITION SUMMARY

Assist the principal with a broad range of leadership activities and administrative support duties including direct assistance to the principal and administrative team.

QUALIFICATIONS

Certifications, Licenses or Permits:

- Hold Professional Standards Commission (PSC) approved certificate in relevant educational field.
- LEAD Academy preferred.

Education, Experience, and Other Requirements:

- Hold Leadership Certificate or currently enrolled in a Leadership Program from a Professional Standards Commission approved accredited college or university.
- Minimum of three (3) years of teaching experience.
- Proven ability to work with others in a confidential, cooperative, and service-oriented manner; excellent listening and communication skills.
- May be regularly required to stand, sit, crouch, crawl, push/pull, and lift up to 50lbs.

ESSENTIAL DUTIES

- Support the district's vision, mission, beliefs, and goals.
- Provide information and assistance to the principal for effective decision-making.
- Support the district's Learner, Educator, and Leader Profiles.
- Serve as an engaging member of the Principal's Administrative Team.
- Work directly with teachers and students; however, this does not encompass staff discipline.
- Facilitate exclusively certified and classified formative evaluations and conferences. An administrative assistant's role does not encompass summative evaluations and conferences.
- Assist the principal with the effective organization and operation of the school, the instructional program, student services and discipline, professional learning, and other duties as assigned.
- Foster positive relationships with parents and the community.
- Enhance personal growth through regular attendance and active participation in district meetings and trainings.
- Perform other duties as assigned.

Reviewed By: HEATHER GORDY (APPROVED)

Date: 1/2/2025

Approved By: DERRICK HERSHEY

Date: 1/2/2025

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