

Marion County School District
Job Description

TITLE: Administrative Assistant

QUALIFICATIONS:

1. Master's degree (licensure in Administration strongly preferred)
2. Minimum of five years successful teaching experience
3. Interpersonal skills to be effective with teachers, administrators, parents, and students
4. Demonstrated leadership ability
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

JOB GOAL: To provide support and assistance to the principal, teachers, parents, and students with regard to curriculum, evaluation procedures, parental involvement, and student development.

PERFORMANCE RESPONSIBILITIES:

1. Assists with implementation and evaluation of curriculum
2. Keeps abreast of developments in curriculum and instruction, and furnishes leadership in determining their appropriateness for inclusion in the school's educational program.
3. Provides guidance in the selection and use of textbooks and other teaching materials.
4. Assists in the training of instructional personnel
5. Provides staff leadership to ensure understanding of and promote the educational objectives of the district
6. Assists teachers in organizing classrooms for effective learning.
7. Follows ADEPT and STEP guidelines in evaluating certified staff.
8. Follows District procedures in evaluating classified staff.
9. Engages parents and students in appropriate dialogue to determine meaningful strategies which lead to students reaching full potential academically and socially.
10. Recommends ways in which the curriculum can be adjusted to meet the special learning needs of exceptional children.
11. Advises in the grade placement and class assignment of students.
12. Assists in the recruiting, interviewing and recommending of qualified candidates for positions at the school level.
13. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
14. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the principal

TERMS OF EMPLOYMENT: 200 Days

SALARY: Paid on Teacher Salary scale for 200 days

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel