

TITLE: RESTRUCTURING ADMINISTRATOR

QUALIFICATIONS:

1. Master's degree with certification in Administration and Supervision, Educational Leadership or a related educational field.
2. Successful experience in the administration or supervision of academic programs.
3. Knowledge of academic standards, assessment, and alignment.
4. Knowledge of and ability to align curriculum to Sunshine State Standards.
5. Demonstrated knowledge of budgeting procedures and practices.
6. Demonstrated ability to successfully manage people and programs, motivate employees, and build and inspire effective work teams.
7. Demonstrated ability to work with diverse groups and effectively communicate, both orally and in writing.
8. Critical thinking and analytical skills for in-depth data analyses, problem solving, and school improvement initiatives.

PERFORMANCE RESPONSIBILITIES:

Essential Function:

1. Performs critical needs assessment through frequent analysis of data pertaining to school culture and student performance.
2. Plans and develops action plans linked to data analysis for immediate school improvement initiatives.
3. Plans, develops and disseminates an effective communications program to all stakeholders, ensuring all remain abreast of progress on school projects and initiatives.
4. Ensures the development and implementation of school projects and initiatives in concert with established District vision, goals and objectives.
5. Identifies ineffective and inefficient processes and operations and eliminates accordingly or modifies such to bring about desired efficiencies and productivity.
6. Plans and develops data capture and analysis processes to further refine school data analysis initiatives; develops both measurement and reporting tools accordingly.
7. Initiates cultural change, including strengthening those cultural aspects that are positive and eliminating or modifying those aspects with ineffective or negative perceptions.
8. Ensures development and establishment of a safe and orderly work environment, a strong home and school connection, and the promotion of life long learning principles.
9. Establishes an environment with a strong teamwork orientation with guiding principles of strong leadership, high student learning expectations, and responsiveness to student needs.
10. Maintains current knowledge of trends and developments in the field of educational research for applications to functions under charge.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 03/07
Salary Level: 8
Employee Unit: S
Responsible to: Chief Academic Officer

Capable of occasionally lifting/carrying 20 lbs.; some physical activity required.