

# DeKalb County School District Position Specification

Title: Executive Administrator of Schools

**DIVISION:** School Leadership

**GRADE:** 133

**DEPARTMENT:** School Leadership

**WORKDAYS:** 246

**REPORTS TO:** Area Assistant Superintendent

**FLSA STATUS:** Exempt

**RETIREMENT:** Teachers Retirement System

**APPROVED (HR):** July 15, 2023

## General Statement of Job

Under general supervision, provides leadership to assist Principals and school leadership teams in the implementation of an effective academic program. Assists the Area Assistant Superintendent in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for students and families. Assists the Area Assistant Superintendent in evaluations of school Principals

## Specific Duties and Responsibilities

### **Essential Functions:**

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Tasks and responsibilities will be in concurrence with implementing the Strategic Plan and Aligned Management System. Other duties may be required and assigned.

<ul style="list-style-type: none"><li>• Coaches Principals in schools to achieve higher achievement levels for students with particular attention paid to closing the achievement gap</li></ul>
<ul style="list-style-type: none"><li>• Focuses on using multiple sources of data to assist Principals in determining strategies to support student success; identifies professional development needs based on data indicating schools' needs</li></ul>
<ul style="list-style-type: none"><li>• Supports and assists planning professional development and helps school leaders address academic and other challenges to support student success</li></ul>
<ul style="list-style-type: none"><li>• Engages in meaningful dialogue with Principals to address instructional, social and emotional, and other needs of students and families</li></ul>
<ul style="list-style-type: none"><li>• Assists Principals and school leadership teams to expand their repertoire of instructional strategies to ensure deeper learning</li></ul>
<ul style="list-style-type: none"><li>• Completes performance evaluations of Principals as requested by Area Assistant Superintendent</li></ul>
<ul style="list-style-type: none"><li>• Supports parents, students, families, and community members in resolving conflicts</li></ul>
<ul style="list-style-type: none"><li>• Identifies recurring obstacles to student success through the study of common causes of discipline problems and works with school leadership to address these problems with particular attention to the achievement gap</li></ul>

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<ul style="list-style-type: none"><li>• Ensures compliance with federal laws, Georgia statutes, DCSD Board of Education regulations, policies, rules, and procedures relating to instructional programs</li></ul>
<ul style="list-style-type: none"><li>• Completes all trainings and other compliance requirements as assigned by the designated deadline</li></ul>
<ul style="list-style-type: none"><li>• Performs other duties as assigned</li></ul>

**Education and/or Experience:**

Master’s Degree in Education Leadership, Education Administration, Curriculum Development, or closely related area from a Professional Standards Commission approved accredited college or university is required.

Minimum of seven (7) years previous experience with demonstrated successful advancement through the teaching and/or school or school system administrative hierarchy required.

**Certificates, Licenses, Permits:**

Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

**Knowledge, Skills & Abilities:**

**Knowledge** of organizational and department planning and operational procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies; all relevant federal, state, and local laws and regulations attendant to public education; DCSD policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services; curriculum guidelines for the school system and state requirements; child development; and instruction, assessment and professional learning legal requirements and “best practices.”

**Skill** In oral, written and interpersonal communication; coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees; leading school improvement initiatives; leading change process in a large, complex and diverse organization; analytical processing; systems thinking; negotiation, diplomacy and public relations; computer skills to include PowerPoint, Excel, Access and Microsoft Word.

**Ability** to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential information; plan and develop course of study suitable for specific grade levels;; ability to lead and manage teams; excellent written and oral communications skills; strategic decision making skills; comprehensive analytical and creative thinking skills; commit to and have a proven track record of improving student performance K-12.

**ADA Requirements:**

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**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Hearing:** Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

#### **Performance Factors:**

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**Independent Judgment:** Ability to complete work tasks without being given precise directions relative to work steps or the final project.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

**Decision Making:** Ability to make appropriate business decisions.

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

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**Travel:** Ability to travel throughout the school system and across the country and abroad on behalf of the school system.

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