



JOB DESCRIPTION

Job Title	Administrator on Special Assignment
Department	Teaching & Learning
Reports To	Executive Director of Teaching and Learning
Classification	Administration
Location	District Office
Salary	On Schedule
Length of Contract	On Contract

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Administrator on Special Assignment will oversee multiple projects, under the guidance of the Executive Director of Teaching and Learning. This position is responsible for overseeing the day-to-day operation of all Summer School partnership programs, Federal Title programs, the State Achievement Gap Reduction (AGR) program, and other projects that are assigned.

Essential Job Functions

- Oversees the documentation, implementation, and oversight of the Summer School partnership programs.
- Completes documentation and implementation of Federal Title programs, including Title IA, ID, II, III, and IV.
- Completes documentation and implementation for the State Achievement Gap Reduction (AGR) program.
- Compiles data and completes required reports determined by the Department of Public Instruction (DPI) and the U.S. Department of Education for AGR and Title funded programs.
- Creates annual report to the School Board and the DPI for the District’s Summer School program, including internal programming and partnerships.
- Maintains current knowledge of State and Federal laws and requirements related to AGR and Title funded programs, and other assigned project areas.

Ancillary Job Functions

- Complete other special projects and duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Possession of, or eligibility for a Wisconsin Department of Public Instruction License as a principal or district administrator.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Doctor's degree in Education or equivalent credit beyond the master's Degree.
- Five years of teaching experience.
- Five years of administrative experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to organize projects, materials, data, and time effectively.
- Thorough knowledge of administration of public education.
- Ability to maintain excellent interpersonal relationships.
- Skill in oral and written communication.
- Experience with written policy development.
- Ability to maintain confidentiality.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and listen.
- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.