

## FULTON COUNTY SCHOOLS JOB DESCRIPTION



**Job Title:** Area Executive Director

**Organization:** Academics

**Reports To:** Area Superintendent

**FLSA Status:** Exempt

**SAP Job Number:** 30000064

**Work Schedule:** 235 Days

**Comp. Schedule:** Non-Teaching Executive (B)

**Pay Scale Level:** Grade 35

### Position Summary

The Area Executive Director is responsible for assisting the Area Superintendent in improving the total operation of schools and quality of education. This role supports the Area Superintendent with the management, coordination, administrative, instructional and advocacy duties related to an assigned cluster area. The Area Executive Director works independently to assist the Area Superintendent in providing leadership and support to principals, schools, and students.

### Duties and Responsibilities

#### **Provides school leadership development and personnel support (21-25%)**

- Provides input into principal and other area staff evaluations and assists in the development of individual career path enhancement plans
- Assists in the coordination of school-based administrator's professional development within the area and assists with the implementation of staff development and in-service training programs
- Assesses the school's strengths and opportunities and aligns professional development to support the needs of the school
- Assists with mentoring principals and school-based administrators
- Plans and conducts area principals' meetings and keep principals continually updated on all educational policy decisions
- Provides technical assistance to school principals in supervision, evaluation and other management practices

#### **Serves as the liaison with all school-based stakeholders (21-25%)**

- Investigates and acts on complaints from patrons as may come to the Area Superintendent's attention
- Serves on parent information team as liaison between the District and the community
- Serves as liaison and works collaboratively with municipalities, chambers of commerce, law enforcement agencies, local, state and national organizations
- Represents the Area Superintendent as designated in matters such as grades, personnel, grievances, and the selection and placement of school-based administrators
- Communicates District practices and policies and school instruction and operations to various levels of stakeholders

#### **Provides support to the Area Superintendent (16-15%)**

- Attends to a variety of administrative details such as keeping informed of departmental/division activities, transmitting information, developing, implementing and interpreting policies and procedures, and monitoring day-to-day operations of the functional area assigned
- Collaborates with the Area Superintendent to act as an advocate within the school division for all area schools
- Performs project research and report preparation related to the activities of the assigned area cluster

- Assists in the preparation of the annual budget for the assigned organizational area, including compiling data, making revenue projections and recommending service levels and enhancements; monitors and tracks expenditures, ensuring the area remains within approved budget allocations

#### **Supports school and school curriculum (11-15%)**

- Assists schools with identification of needs and areas for growth; assists with the assessment of student achievement for each school within the designated area to include special student populations; makes recommendations to the Area Superintendent
- Makes recommendations to the Area Superintendent regarding monitoring and evaluating curriculum
- Makes recommendations to the Area Superintendent with respect to proposals for new educational or administrative programs, and assists with the implementation of approved programs
- Informs, monitors, and evaluates the implementation of educational policies, statutes, and standards

#### **Provides support towards the implementation of the strategic plan (11-10%)**

- Assists in developing, planning, and organizing at the area level, and administering policies and procedures to ensure the Districts' strategic plan objectives are achieved
- Assists in developing, planning, organizing and delivering school personnel training activities in coordination with the District's Learning and Development strategic plan
- Participates in and monitors the membership of school improvement teams, as well as the implementation of School Improvement Plans, and coordinates the organization and functioning of area curriculum councils

#### **Builds a Winning Team (6-10%)**

- Meets regularly with key personnel throughout the District to ensure that proper information flows through leadership, including establishing goals, objectives and long range plans
- Coaches and builds capacity of direct reports in order to ensure the success of principals and school leadership
- Collaborates with peers to develop a consistent approach for cultivating a successful team

#### **Performs Other Duties As Required**

### **Education and Experience**

#### **Education:**

- Master's Degree in Education, Educational Administration, or related field – Required

#### **Experience:**

- Minimum 6 years of progressively responsible experience in Education, Educational Administration, or related field – Required
- Minimum 3 years of experience as a Principal – Required
- Experience in more than one grade school level (i.e. elementary, middle, high school) – Preferred

### **Minimum Qualifications**

- Knowledge of school and school district policies and practices
- Ability to analyze and solve complex problems relating to students, personnel, disciplinary actions, legal and regulatory issues, operations, and other management responsibilities
- Must be able to successfully manage multiple tasks and responsibilities
- Knowledge of instructional methodologies, strategies, and assessment instruments
- Ability to develop, implement, and monitor budgets
- Excellent verbal and written communications skills
- Proficient in Microsoft Office

### Certifications

- Must hold or be eligible for Georgia Leadership Certification and/or Support License

### Physical Requirements/Working Conditions

**Working Conditions:**

- Normal Office Environment
- Travel to and from assigned school clusters is required

**Physical Demands:**

- Routine physical activities associated with normal office environment

### Statement of Purpose

*This document provides descriptive information about the above Fulton County Schools position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Fulton County Schools reserves the right to make changes to this document as deemed necessary without providing advance written notice.*

**Reviewed By:** Judy Claybrook **Date:** 3/12

**Approved By:** Dr. Avossa **Date:** 3/12

**Created/Revised:** 3/12