



JOB DESCRIPTION

POSITION TITLE: (SA1d) Administrator of Phoenix Learning Center/Rome Transitional Academy
DEPARTMENT: School Administration / Classified/Certified
WORK DAYS: 210
REPORTS TO: Superintendent or Designee
SALARY SCHEDULE: TBD

REQUIREMENTS:

<ul style="list-style-type: none"> ● A Master’s degree or higher with a major in administration and supervision
<ul style="list-style-type: none"> ● A valid Georgia certificate in building leadership
<ul style="list-style-type: none"> ● At least three years’ educational experience including a leadership role

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

<ul style="list-style-type: none"> ● Supports and carries out policies of the Board of Education
<ul style="list-style-type: none"> ● Assists in the evaluation and development of curriculum including special education, remedial education and other instructional programs
<ul style="list-style-type: none"> ● Provides leadership in achieving the goals of Rome City Schools
<ul style="list-style-type: none"> ● Supervises and evaluates the performance of personnel
<ul style="list-style-type: none"> ● Establishes and maintains an effective learning climate in the school
<ul style="list-style-type: none"> ● Develops and maintains high morale in students and staff
<ul style="list-style-type: none"> ● Sets high level of expectation for students and staff
<ul style="list-style-type: none"> ● Establishes a school schedule that provides satisfactorily for not only the regular instructional program but also for other activities
<ul style="list-style-type: none"> ● Assists in recruiting, screening and assigning personnel
<ul style="list-style-type: none"> ● Promotes professional growth of instructional personnel
<ul style="list-style-type: none"> ● Evaluates and seeks to improve organizational patterns and teaching techniques
<ul style="list-style-type: none"> ● Establishes and maintains high standards of student conduct
<ul style="list-style-type: none"> ● Supervises and evaluates extracurricular activities
<ul style="list-style-type: none"> ● Participates in system professional learning activities
<ul style="list-style-type: none"> ● Works with staff in analyzing standardized test scores and in developing strategies to improve them
<ul style="list-style-type: none"> ● Supervises the receipt, expenditure and accounting of all school funds
<ul style="list-style-type: none"> ● Supervises support services – lunchroom, transportation and maintenance
<ul style="list-style-type: none"> ● Oversees the maintenance of the school building and grounds to assure a safe, attractive and comfortable environment

<ul style="list-style-type: none"> ● Maintains the security of the building and its contents
<ul style="list-style-type: none"> ● Keeps inventories
<ul style="list-style-type: none"> ● Establishes emergency preparedness programs and conducts drills related to the programs
<ul style="list-style-type: none"> ● Assists in the selection and procurement of equipment and materials, both instructional and non-instructional
<ul style="list-style-type: none"> ● Studies and interprets rules, policies, procedures, students, staff and community
<ul style="list-style-type: none"> ● Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life
<ul style="list-style-type: none"> ● Establishes and maintains a viable school-community relations program
<ul style="list-style-type: none"> ● Monitors student academic progress and maintains communications with parents about such progress
<ul style="list-style-type: none"> ● Keeps adequate records
<ul style="list-style-type: none"> ● Informs the superintendent and other central office personnel about activities and problems in the school
<ul style="list-style-type: none"> ● Completes reports accurately and punctually
<ul style="list-style-type: none"> ● Utilizes the services of systemwide personnel in an efficient manner
<ul style="list-style-type: none"> ● Promotes good attendance by students and staff
<ul style="list-style-type: none"> ● Performs such other duties and assumes other responsibilities as may be assigned by the superintendent and/or Designee