

**LOS GATOS UNION SCHOOL DISTRICT
JOB DESCRIPTION – ADMINISTRATOR ON SPECIAL ASSIGNMENT**

TITLE: Administrator on Special Assignment—Administrative Mentor
REPORTS TO AND EVALUATED BY: Superintendent

BASIC FUNCTIONS:

Under the direction and supervision of the Superintendent, the Administrator on Special Assignment-Administrative Mentor, supports and assists the Principals and/or Directors to which they are assigned. This position also provides leadership training and support to the assigned administrative team members to include coordination, supervision, and evaluation of instructional programs, all staff, and fiscal operations.

ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:

1. Implement the philosophy, goals, objectives, and policies of the District
2. Interpret and apply federal, state, and county laws and regulations; and School District policies, regulations, and procedures.
3. Understand the role of the site administrator and the role of a Director as part of the leadership team
4. Understand and advocate for the total school/District program to benefit student needs in all academic areas, the arts, wellness, and the development of social emotional skills.
5. Understand effective instructional practices and the use of data in decision-making.
6. Mentor school site principals to implement District, School, and professional improvement plans.
7. Maintain timely and effective communication with the Superintendent, District office personnel, community, and staff.
8. Interpret and apply legal requirements, rules, regulations, policies, and procedures with teachers, students, and parents.
9. Mentor District employees in the recruitment, hiring, induction, and evaluation of staff in accordance with District policies.
10. Advise and support labor and negotiations between District Administrators and the association.
11. Responds accurately and diplomatically to inquiries and requests from District staff, other agencies, and members of the public consistent with District policies and department practices.
12. Coordinate, encourage, and promote the professional development of school Site principals and District administrators.
13. Mentor principals in the development of School Plans and organizational procedures for the academic, health, safety, conduct and discipline of students as established in the District policies and regulations.
14. Value diversity of teaching styles and promote collaboration among staff and administrator.
15. Advise on the coordination of support services as provided by the District, County, State, and Federal Programs.
16. Supervise the enrollment and placement of students at school sites.
17. Performs other related duties as assigned.

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QUALIFICATIONS AND EXPERIENCE:

The Administrator on Special Assignment—Administrative Mentor must be able to perform the essential duties satisfactorily. The requirement listed below are representative of the knowledge, skills, and/or abilities required:

1. Read, analyze, and interpret educational reports and legal documents.
2. Make presentations that conform to a prescribed style and format.
3. Effectively present information to management, staff, students, and the Governing Board.
4. Define problems, collect data, establish facts, and draw valid conclusions.
5. Have completed previously successful central office experience.

KNOWLEDGE AND ABILITIES:

1. Educational research and best practices that meet the needs of all students.
2. Facilitate, collaborate with a team of highly qualified educators.
3. Ability to organize data and prepare worksheets, spreadsheets, and reports.
4. Prepare and analyze comprehensive narrative and statistical reports.
5. Supervise and evaluate the performance of assigned staff.
6. Meet schedules and timelines.
7. Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Abilities:

The physical demands described here 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 the essential functions.

This position classification involves sitting with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects approximately 40 pounds or less. The position requires mobility to climb, kneel stoop, crawl, reach and bend, and accurate perceiving of sound; near and far vision with the ability to read small print; depth dexterity; and the providing of oral information and direction. The position is primarily located in an office environment with frequent school site visits. The employee will frequently work independently with high work volume and tight deadlines. The incumbent may be asked to attend periodic evening meetings and/or travel within and out of the district boundaries to attend meetings.

LICENSES/CREDENTIALS:

- A valid California Administrative Services Credential.
- A Master's Degree from an accredited institution of higher learning, preferably in elementary education or administration, or closely related field.
- A valid California Drivers License

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The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.