



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: ASSISTANT ADMINISTRATOR (SCHOOL/CENTER BASED)**

**QUALIFICATIONS:**

1. **Master's degree or higher.**
2. **Hold or have eligibility for a Florida Professional Educator Certificate.**
3. **Hold or have eligibility for specialized certification as needed for job performance duties as warranted by work site programs.**

**PHYSICAL REQUIREMENTS: Light**

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

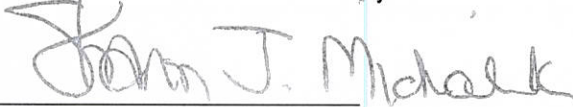
**PERFORMANCE RESPONSIBILITIES:**

1. Monitors daily student attendance and administers school attendance rules and policies.
2. Administers appropriate discipline to all student discipline referrals from school staff.
3. Coordinates and supervises detention hall or in-school suspension programs.
4. Administers discipline to students with school bus discipline referrals.
5. Coordinates and conducts appropriate parent/teacher conferences related to attendance and discipline.
6. Communicates with students, parents and teachers regarding attendance and discipline referrals.
7. Researches, develops and implements programs to improve student attendance and discipline.
8. Assists teachers with students who have chronic classroom discipline problems.
9. Assists with the coordination of activities between the school and outside agencies.
10. Works with the school administration in the revision of the student handbook.
11. Supervises hallways, sidewalks, restrooms, parking lots, classrooms and associated facilities.
12. Enforces the Bay District Student Code of Conduct and any applicable school policy.
13. Conducts visitations to classrooms to offer assistance to teachers and to provide feedback as to the effectiveness of the instructional program to the principal.
14. Develops curriculum guides and assists teachers in aligning curriculum with the State Standards,
15. Coordinates dual enrollment and advanced placement programs when applicable.
16. Assists school administrators and members of the school advisory council to develop, implement and evaluate the school improvement plan.
17. Assists school administrators to research, develop and implement academic programs which will recognize positive student performance.
18. Performs other duties as assigned by the principal.

**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. 10 months. Paygrade as established by the School Board in Current Salary Schedule.

**EVALUATION:** Performance evaluated annually in accordance with School Board Policy.



Reviewed by Dept. of Human Resources

~~APPROVAL~~  
JAN 13 2015

Adopted by Bay District School Board

**Bay District Schools is an Equal Opportunity Employer**