

~~NEW~~ Revised: Submitted:
 03/09/2022 03/08/2022
 11/30/2022 11/29/2022

JOB TITLE:	RETIRED SUB ADMINISTRATOR (CLASSIFIED)
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	II-A/RTW GUIDELINES
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	
JOB CLASS CODE:	
BARGAINING UNIT:	

SCOPE OF RESPONSIBILITIES

Assumes temporary responsibility for administrative functions to ensure accuracy and timely implementation of the District's programs. Provides technical assistance to District and school staff in the areas of assignment and development, monitoring and implementation of assigned program or activity

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs and plans the work of District departments
Supports District departments by following required processes and procedures in a timely manner
Serves as a liaison between District departments and personnel to provide guidance, obtain information and resolve complex issues
Delivers training to internal and external stakeholders and as needed
Supervises assigned personnel
Monitors and adjusts workflow and assignments to meet established departmental timelines
Provides technical assistance to District and school staff in the areas of assignment
Maintains departmental procedures
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights.

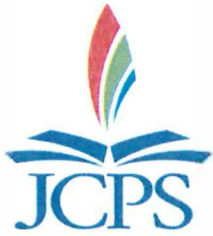
MINIMUM QUALIFICATIONS

Qualified retirement from an administrative school District position
Three (3) years of successful experience in area of assignment
Effective communication skills
Demonstrated ability to meet established deadlines and to work accurately

DESIRABLE QUALIFICATIONS

Master's degree

Industry license or certification for the area of assignment
Experience in a diverse workplace



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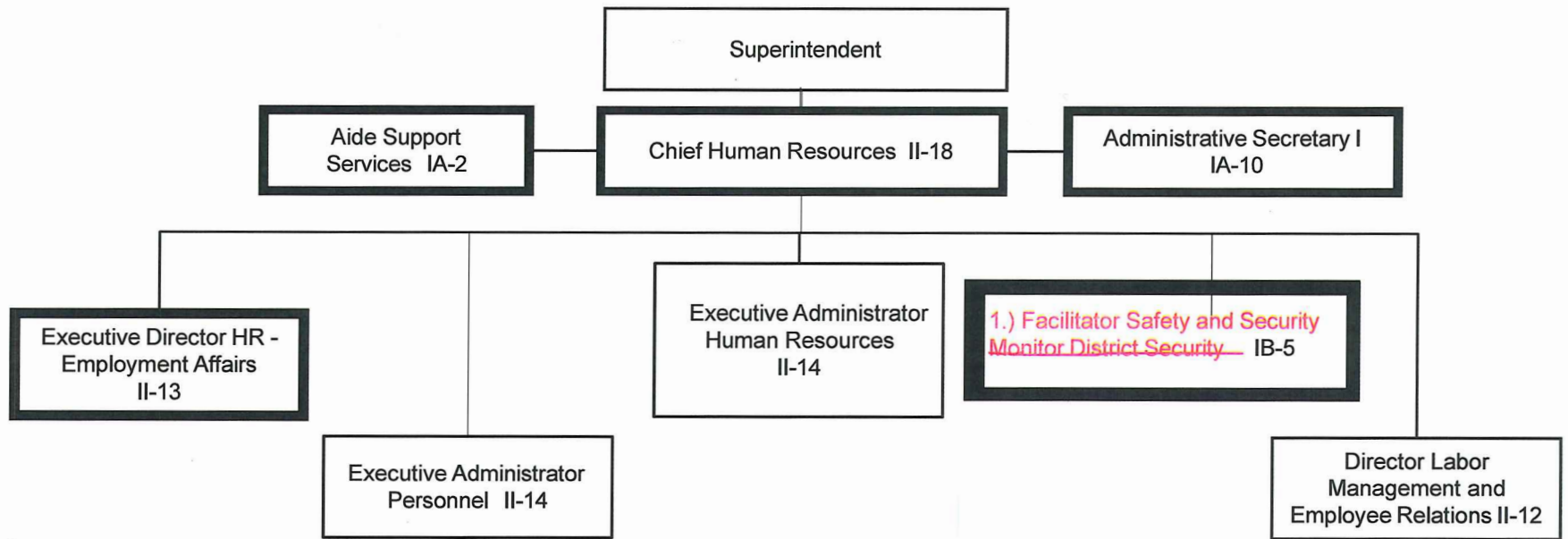
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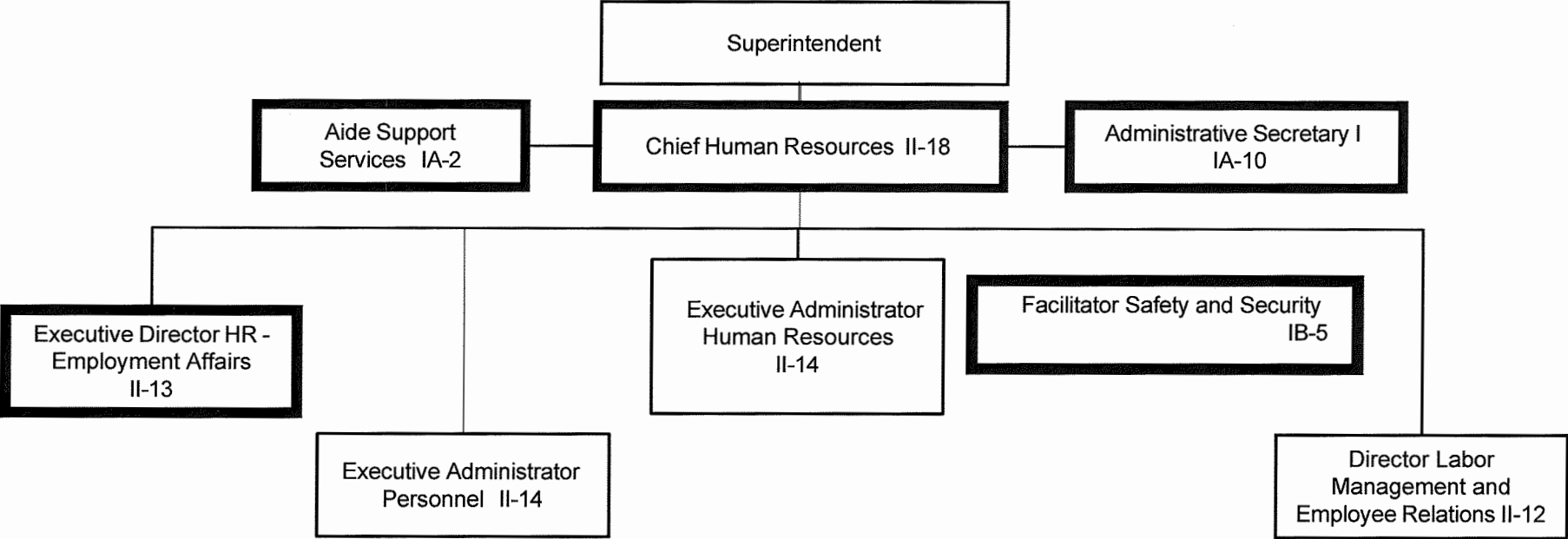


1.) Delete Monitor District Security, and add Facilitator Safety and Security

Summary:

General Fund Positions: 5
Categorical Fund Positions: 0

Submitted 05/10/2022 11/29/2022
Effective 05/11/2022 11/30/2022



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General Fund Positions: 5

Categorical Fund Positions: 0

Submitted 11/29/2022

Effective 11/30/2022