

Santa Rosa County District Schools

Job Description

**Teacher on Special Assignment
Executive Director, Santa Rosa Education Foundation**

Reports To: Assistant Superintendent of Curriculum and Instruction,
Board of Directors, Santa Rosa Education Foundation

FLSA Status: Exempt

Department: Instructional Services

Prepared by: Human Resources

Date: June 17, 2021

Job Code: 20332

Santa Rosa Education Foundation is the 501(c)3 Direct support Organization of the Santa Rosa School District. Its mission is to create an awareness of and enhance public education in Santa Rosa County by building and sustaining community support.

The Executive Director at the Santa Rosa Education Foundation is a Teacher on Special Assignment that is designated by the Superintendent of Santa Rosa County Schools who also reports to the Board of Directors of the Santa Rosa Education Foundation. The Executive Director manages the daily operations of the Foundation, which includes Take Stock in Children programs and staff.

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

Primary Duties and Responsibilities:

- Coordinates dissemination of school board information news
- Develops and submits grant proposals in an attempt to secure additional funding for special projects
- Coordinates Santa Rosa County's Teacher of the Year Program
- Serves as Executive Director of Santa Rosa Educational Foundation Program
- Provides appropriate information to the superintendent, assistant superintendent, or other personnel
- Assists the superintendent, assistant superintendent, or staff members in organizational analysis and development
- Develops, recommends, and administers assigned department budget
- Recommends and directs committees as needed or assigned
- Assists in the planning and implementation of staff development programs

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- Prepares appropriate administrative reports
- Maintains official department files and records
- Keeps abreast, on a systematic basis, with new trends and publications
- Participates in appropriate activities for continued professional growth
- Provides own method of transportation when required to visit various locations
- Performs other duties as assigned
- Ensures that the Foundation adheres to all local, state and federal guidelines. Reports to the Santa Rosa Education Foundation Board of Directors on the progress towards organizational objectives, new state policies, directives and legislation, and other issues of concern to the Board
- Helps the Board of Directors clarify its policy and oversight functions. Initiates and directs the development of policies for Board approval and implements those policies
- Develops short range (one-year) strategic actions for the organization and works with the Board to prepare long-range plans for the organization
- Keep the Board of Directors informed regarding activities, meetings, requests for support, and needs
- Maintains and oversees accurate record keeping of all revenues and expenditures generated by the Foundation
- Assists the Santa Rosa Education Foundation Chair and Committee Chairs with meeting schedules and agendas
- Maintains a positive relationship with Board of Directors, staff, the District and the public
- Assist the Board of Directors with the recruitment and orientation of new Board Members
- Works with the District to implement Foundation initiatives
- Maintains a working knowledge of significant developments and trends in the field of education
- Assist in submission of grants to benefit the Santa Rosa Education Foundation and District
- Oversees core fundraisings efforts approved by the Board of Directors
- Administer Foundation programs and events approved by the Board of Directors

Supervision Received:

Assistant Superintendent for Curriculum and Instruction

Supervision Exercised:

Take Stock in Children Student Services Coordinator, Take Stock In Children College Success Coach(es), Take Stock In Children Mentor Coordinator(s), Take Stock In Children Database Specialist, Santa Rosa Education Foundation Administrative Assistant

Minimum Qualifications & Skills:

- Currently hold or eligible for Florida teaching certificate
- Three years of teaching experience in Santa Rosa County School District

Preferred Qualifications & Skills:

- Former Santa Rosa County Teacher of the year or school level Teacher of the Year
- Exceptional oral and written communication skills
- Success in building and maintaining strong business relationships

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- Excellent leadership and organizational skills

Knowledge of current trends, research and best practices related to assignment. Knowledge of best practices in non-profit work including fundraising and School Board policies and practices as they relate to job function. Ability to work effectively with school and district personnel, Santa Rosa Education Foundation Board Members, business and community leaders. Ability to plan, organize and prioritize activities related to assignment. Ability to make presentations to a variety of audiences. Ability to use computer hardware and software including Microsoft Word, Excel, PowerPoint and WordPress. Ability to work independently and make decisions with minimum supervision. Ability to compose correspondence and prepare reports in articulate manner.

Physical Demands

- Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently needed to move objects

Terms of Employment:

Approved Compensation Plan

Instructional Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays