

**Hernando County School Board  
Florida**

FLSA: Exempt, Union

<b>TEACHER ON ADMINISTRATIVE ASSIGNMENT</b>
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**Required Qualifications:**

- Master's Degree
- Florida certification in Educational Leadership

**Performance Responsibilities:**

- Participate in and provide professional development activities
- Provide peer assistance for colleagues
- Assist in the coordination of school programs and projects
- Assist in identifying needs of the school
- Assist in the implementation of strategies identified in the School Improvement Plan
- Assist with student discipline
- Coordinate communication and planning among learning communities
- Serve as a resource to various school committees
- Assist administration with assigned tasks
- Perform other duties as assigned by the site administrator and/or designee

**Physical Demands:**

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 regularly or as needed to move objects

**Reports to:**

Reports directly to the site administrator and/or designee

**Evaluation:**

Annual evaluation done by the site administrator and/or designee

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule - Instructional

**Job Code:**

63012

Board Approved: 07/05/94

Revised: 01/20/09, 05/17/11