



**LAFAYETTE PARISH SCHOOL SYSTEM**  
**JOB DESCRIPTION**

**Job Title:** Chief Administrative Officer  
**Reports To:** Superintendent  
**Prepared By:** Human Resources  
**Approved By:** LPSS Board  
**Salary Grade:** Administrative Pay Grade13  
**Obj./FunC:** 119-2329

**Department:** Superintendent  
**FLSA Status:** Exempt  
**Prepared Date:** April 28, 2015  
**Approved Date:** May 6, 2015  
**Days:** 244 days per year  
**2002 Sales Tax Eligible:** No

**Summary:** To be principle advisor and assistant to the Superintendent managing a variety of administrative functions including Transportation, Coordinated School Health, Child Welfare and Attendance, Instructional Technology/Management Information Systems, and School Administration.

**Qualifications:** Must hold a Master's Degree from an accredited University or College or hold Louisiana State Educational Leader 2 certificate or Louisiana certificate as a Parish/City School Supervisor of Instruction preferred. Must have a minimum of five years Management experience with three years of experience in an educational leadership capacity preferred.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Advises and/or acts for the Superintendent on numerous and complex issues regarding district operations.
- Directs and participates in the planning, development, implementation, and evaluation of administrative departments; Transportation, Coordinated School Health, Child Welfare & Attendance, and Instructional Technology/Management Information Systems.
- Participates in the preparation of the school districts' budget and its administration once approved.
- Recommends policies procedures and regulations to guide and govern operations. Communicates, interprets, and ensures implementation of administrative policies and procedures.
- Supervises and evaluates the performance of principals.
- Conducts field observations in assigned schools.
- Directs adherence to standards for health safety, discipline and the general welfare of the students.
- Attends schools functions; maintains communication with parents, parent groups and related organizations to achieve understanding and support for school programs.
- Implements policies and objectives of the School Board and State, assuring compliance with state and regional accreditation requirements and standards
- Reviews and approves out of parish field trips.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws while supervising assigned staff.

**Financial Responsibilities:** Responsible for contributing to district budget formulation.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies.

- **Adaptability** - Manages competing demands; changes approach to best fit situation; able to deal with frequent changes, delays or unexpected events.
- **Dependability** - Follows instructions; responds to management directions; takes responsibility for own actions; commits to work when necessary to reach goals; completes tasks on time.
- **Honesty** - Straightforward; acts with integrity; truthful; refuses to steal, cheat or deceive.
- **Decision Making** - Identifies goals; weighs pros and cons; chooses best alternative; displays willingness to make decisions; exhibits sound and accurate judgment; explains reasoning for decisions; includes appropriate people.
- **Cooperation** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a team above own interests; asks for and offers help when needed.
- **Self-Discipline** - Acts responsibly; works hard to reach goals; does quality work; reacts well under pressure; follows through on commitments.
- **Self-Motivation** - Sets and achieves personally challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- **Good Hygiene/Personal Appearance** - Wears attire appropriate to the circumstances; practices personal grooming that is appropriate to the work environment.
- **Courteousness** - Shows understanding; takes an interest in what people say and why they think and act as they do; approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.
- **Effective Communication** - Speaks well; listens well; gives and understands instructions; communicates in ways appropriate to the situation and audience.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- **Project Management** - Coordinates projects; Completes projects on time and budget; Manages project team activities.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person.

**Additional Qualifications:**

**Language Skills:** Exceptional ability to read and interpret documents. Exceptional ability to write routine reports and correspondence and to speak effectively before groups of customers or employees of organization.

**Financial Skills:** Participates in policy development, program acquisition, equipment or other expenditures that will impact organization performance. Involved in processing the accuracy of financial transactions and reporting the compliance with internal controls.

**Mathematical Skills:** Ability to calculate figures and amounts, plan budgets, read spreadsheets, comprehend data and able to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of basic technological functions such as Microsoft Excel Spreadsheet software and Microsoft Word Processing software.

**Physical Demands:** 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.

While performing the duties of this Job, the employee is occasionally required to sit; stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work 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 the essential functions.

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Acknowledged and Approved

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Date