## ADMINISTRATIVE JOB DESCRIPTION ACTIVITY

Under each administrative position, please list up to five (5) of the most significantly important tasks we should rely on each administrative position for. Do not limit these tasks to what we have right now or fit them to administrators we currently have. List tasks that you would consider IDEAL for each position if we had no limitations. Keep in mind all entities served by these positions: community, student, transportation, food service, teacher, para, custodial, health, counseling, office staff, IT, community support/parent groups, school board, local/state/federal regulators...academic as well as co-curricular. Determine which administrative position should include interacting with each of these entities and how.

Example: Assistant Principal 25% of time interacting proactively and correctively directly with students on academic issues.

Superintendent	Principal	Assistant Principal