

Newberg School District 29J  
**Administrator on Special Assignment**  
2024-2025

To complete special projects and duties as assigned by the Superintendent/Designee.

**MINIMUM QUALIFICATIONS**

1. Master's Degree from an accredited educational institution.
2. Certified in Administration and Supervision, Educational Leadership, or School Principal.
3. Minimum of three (3) years successful experience as a school administrator or district administrator.
4. Ability to initiate actions and take responsibility for the circumstances being faced or anticipated.
5. Ability to develop and act in accordance with the shared vision, mission, and values of the Newberg School District.
6. Knowledge and skill to design, plan, and organize activities to achieve assigned goals.
7. Ability to set goals that encourage self to reach high standards.
8. Ability to work together effectively with the Superintendent/Designee.
9. Ability to communicate effectively both orally and in writing.
10. Ability to perform the functions of the position.

**DUTIES AND RESPONSIBILITIES**

1. Conduct an analysis of the District's Policies and Administrative Regulations.
2. Provide a status report to the Superintendent/Designee regarding policies that have been recently reviewed and adopted and priority policies to be reviewed and adopted.
3. Utilize the OSBA policy resource to prioritize policy development.
4. Re-write Policy and Administrative Regulations as approved by the Superintendent/Designee.
5. Conduct an analysis of the Board and Superintendent Budgets for 2023-2024 and 2024-2025 (See Below)
6. Keep the Superintendent or Designee informed of the project(s) and problems.
7. Make recommendation concerning policy implementation and evaluation.
8. Prepare reports, records, lists, and all other paperwork required or appropriate to the project(s) administration.
9. Keep informed of and interpret all laws, regulations, statutes, rules and policies affecting the implementation / continuing development of project(s).
10. Participate in research activities that foster increased knowledge regarding project(s) at hand.

11. Respond to the Superintendent/Designee's inquiries or concerns in a timely manner.
12. Disseminate information and current research to Superintendent/Designee.
13. Prepare all required reports and maintain appropriate records as requested by the Superintendent/Designee.
14. Demonstrate initiative in identifying potential problems or opportunities for improvement in assigned projects and take appropriate action.
15. Perform other tasks as assigned by the Superintendent/Designee.

Newberg School District 29J  
Superintendent and Board of Directors General Ledger Comparison,  
Analysis, Recommendations  
2023-2024 and 2024-2025

2023-2024

- Examine line item appropriations and expenditures for the Board and Superintendent Budget.
- Identify line items that are significantly over/under budget authorization.
- What was the intent of the line item appropriation?
- What expenses were attributed to each line item that caused the item to be over/under appropriation?
- Why is there a substantial cost in negotiations fees for 2023-2024 and minimal cost in legal services?
- What was the purpose of 0410 Consumable Materials line item? Why was this item not spent?
- What are the causes for over expenditures in Superintendent Budget e.g., printing and no appropriation?
- Water and sewage rates – how do these compare to prior years? Were these rates always budgeted under Superintendent budget?

2024-2025

- Compare line items for 2023-2024 and 2024-2025.
- What are the differences?
- Why?
- What should be budgeted for each line item for 2024-2025? What is the basis for this calculation?

Recommendations

- Without exceeding budget appropriations for 2024-2025 what line item adjustments should be made and why?
- What reductions can be made from the Board and Superintendent Budgets for 2024-2025 and why?
- What additions are required for the Board and Superintendent Budgets for 2024-2025 and why?

## LIMITATIONS

1. The Administrator on Special Assignment will be located in an empty classroom in an elementary school.
2. The Administrator on Special Assignment will have key access to his assigned building and workspace and to no other district buildings and/or workspaces.
3. The Administrator on Special Assignment will have no personal, email or phone contact with District staff or Board of Directors unless authorized to do so by the Superintendent/Designee.
4. At a minimum, the Administrator on Special Assignment shall work from the hours of 8:00 a.m. to 5:00 p.m. with a one-hour lunch, and two 15-minute breaks: one 15-minute break in the a.m. and one a 15-minute break in the p.m.
5. The Administrator on Special Assignment shall provide daily written updates to the Superintendent/Designee regarding progress on the assigned tasks and any additional projects as determined by the Superintendent/Designee.
6. The Administrator on Special Assignment shall receive prior approval of the Superintendent/Designee before taking any leave.