

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SITE ADMINISTRATOR – K-6 – CURRICULUM & INSTRUCTIONAL SUPPORT

DEFINITION:

Under the direction of the site Principal, provide instructional support in curriculum and staff development; coordinate and implement the textbook and curriculum adoption process; serve as a liaison between subject area committees, instructional personnel and other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide instructional support and training to teachers in the development of curriculum, courses of study, standards and program design within approved District policy and guidelines; assist in the review and design of instructional materials, presentation layouts, visual tools and classroom activities to enhance teaching effectiveness; implement and determine teaching and instructional effectiveness utilizing evaluations, analysis of data and assessment programs.
- Monitor student attendance, retention, behavior and academic performances; meet with parents to discuss potential issues and recommend programs and services and plans for student improvement; assess and analyze previous year data for comparison to monitor school progress and achievement of District goals.
- Monitor student attendance accounting system; perform a variety of administrative duties to assist the Principal in managing the school; provide guidance and direction to instructional staff on courses, class development and progress, academic requirements and provisional educational standards; review and recommend instructional methods and materials.
- Supervise and evaluate the performance of designated personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff.
- Develop and administer disciplinary procedures in accordance with policies and State laws; receive referrals and confer with students, parents, teachers and community agencies; respond to and resolve parent, student and staff complaints; serve on discipline or expulsion panels as assigned.
- Participate in the preparation of the master calendar for the school; ensure schedules meet State requirements; distribute to staff, students and parents; establish, coordinate and maintain communication with community and parent groups; attend and conduct a variety of meetings and events; develop correspondence to promote school activities and achievements.
- Monitor and organize attendance functions; prepare letters and call parents as needed regarding absent or tardy students; provide direction to a variety of faculty, staff and student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate.
- Provide direction to the school's guidance and counseling services, student activities, student government, school attendance issues and plant maintenance; ensure programs and services meet established objectives and requirements; assist with developing and monitoring the school budget, student body and Parent-Teacher-Student Organization funds; prepare and maintain a variety of County, State and other federally-mandated records and reports regarding student attendance, discipline, cumulative records and academic achievement.
- Supervise and organize student activities, extra-curricular activities and athletic events; schedule extra-curricular programs; attend a variety of school events including athletic events, dances, meetings and others; ensure the health, safety and welfare of students; coordinate Student Attendance Review Team (SART); determine referrals for Student Attendance Review Board (SARB).
- Drive a vehicle to various sites to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:**Education and Experience:**

- Any combination equivalent to: Bachelor's degree and a minimum of three years of experience in public or private school setting.

Licenses and other Requirements:

- Valid California Teaching Credential.
- Valid California Administrative Credential
- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Master's degree.

Knowledge of:

- Curriculum and staff development techniques.
- Practices and procedures of the curriculum and textbook adoption process.
- Interdisciplinary approaches to teaching.
- Basic subjects taught in Modesto City District schools including arithmetic, reading, writing, grammar and spelling.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Operation of standard office equipment including a computer and assigned software.

Ability to:

- Provide instructional support in curriculum and staff development.
- Coordinate and implement the textbook and curriculum adoption process.
- Serve as a liaison between subject area committees, instructional personnel and other District staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Learn organizational objectives, operations, policies and mission.
- Learn department and program objectives and goals.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Plan and organize work.

WORKING CONDITIONS:**Work Environment:**

- Indoor, Office Environment.
- Drive a vehicle to conduct work.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations to staff and teachers.
- Seeing to read a variety of materials.
- Lifting, carrying, pushing and pulling moderately heavy objects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 2/5/2013

Unit Approved:

Board Approved: 4/29/2013

FLSA Status: Exempt