

CENTRAL SCHOOL DISTRICT

Job Title: School Administrative Manager
Position not in use

Occupational Group: Management
& Confidential

Reports to: Principal

Work Year: 209 days

Date of Board Approval: 8/19/1999

DEFINITION

Under the direct supervision of the site principal, the School Administrative Manager is responsible for the overall management and supervision of the school site to plan, organize and coordinate the majority of non-instructional functions, operations and activities of the school; to supervise classified employees; to maintain a positive, safe and orderly campus by enforcing school and district rules and policies; and to act as liaison to parents, community, staff and the District to solve problems, resolve conflicts and complete tasks.

QUALIFICATIONS

Education/Certification:

- Minimum Requirement: Two years of college or equivalent
- Must obtain within six months of employment CPR training and keep it current.

Experience:

- Minimum of three years of experience working in a school setting applying some of the skills outlined in this job description.

Desirable Requirements:

- BA/BS degree or higher and/or formal administrative training.

Knowledge and Abilities:

Knowledge of:

The basic functions and operations of a school; laws, codes and policies pertaining to schools; school budgets; employee rights as they pertain to due process; supervision and evaluation techniques and the ability to apply them; safety procedures; effective ways of dealing with people on a variety of levels; basic office procedures; bookkeeping and/or accounting procedures; secretarial skills including computer skills; effective organizational strategies.

Ability to:

Interpret and implement legal mandates, rules, regulations, and general District policies as well as those policies pertaining to the individual school site; type with speed and accuracy; maintain accurate records; do general math computations; think and problem solve on the spot; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal accountability controls; establish and maintain cooperative relationships with staff, students and the community; organize effectively and efficiently.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Provides assistance to the principal so that he/she can be the instructional leader at the school site. **E**
2. Assists and supports the teaching staff as directed by the principal. **E**
3. Manages site facilities, prepares work orders for maintenance, replacement and repair of site buildings, grounds and equipment. **E**
4. Supports academic success by recognizing student achievements, working on student success and being available for student questions and concerns. **E**
5. Coordinates study trips by monitoring the link to the curriculum and by ensuring the proper completion of tasks prior to trip. **E**
6. Responds to parent and/or community concerns and complaints by using problem-solving techniques. **E**
7. Provides site support for the school lunch program. **E**
8. Supervises and evaluates classified personnel including the custodians, proctors, instructional aides and office personnel as assigned by the principal. **E**
9. Coordinates and supervises site safety and disaster preparation including the scheduling and conducting of fire and disaster drills while maintaining an updated disaster plan for the site. **E**
10. Serves on District Safety Committee and other committees as assigned. **E**
11. Monitors student attendance and implements attendance improvement strategies. **E**
12. Monitors Independent Study program. **E**
13. Establishes and maintains the school calendar, employee calendars, special schedules, bell schedules, proctor schedules, etc. **E**
14. Maintains inventories and maintenance of school equipment and supplies. **E**
15. In coordination with the principal, maintains a positive, safe learning environment for students by enforcing the school discipline plan. **E**
16. Promotes the District and school site through positive relations with the community: businesses, parents and students. **E**
17. Serves as administrator at site and district functions as needed. **E**
18. Assists in the monitoring and maintenance of the school budget. **E**
19. Monitors employee attendance. **E**
20. Works with various parent and support groups on campus to maintain a strong community spirit. **E**
21. Supports the volunteer and business partner efforts on campus. **E**
22. Performs other duties as assigned. **E**

WORKING CONDITIONS

Position requires bending, pushing, lifting (30 - 50 lb.), sitting, walking; office environment, subject to constant interruptions and contact with hostile or abusive individuals; position requires the ability to see, speak clearly and hear normal voice conversation; may be subject to driving to off-site locations; must be able to use a computer, telephone, drive a vehicle and work without direct guidance from a supervisor.

OTHER REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's License and insurability by the District's liability insurance carrier. Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.

Central School District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related) age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.