



NEW: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	SCHOOL ADMINISTRATION MANAGER
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, GRADE 3
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT/EXEMPT
JOB CLASS CODE:	8038
BARGAINING UNIT:	CLAJ

#### SCOPE OF RESPONSIBILITIES

Assists the Principal in managing school activities, including supervision of classified support personnel. Coordinates such activities as special events, transportation, and building maintenance.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and evaluates all non-instructional classified staff at the site

Manages all school scheduling, special events, field trips, cafeteria, transportation, maintenance, playgrounds, and cleaning

Manages community use of school site

Manages school budget

Assumes responsibility for disaster preparation; fire drills; student, staff, and public safety; student health

Maintains equipment, textbook, and supply inventories

Monitors student attendance and coordinates effort to improve student attendance

Coordinates with the Principal to maintain a positive, safe learning environment for students by enforcing the school discipline plan

Promotes the school and District through positive relations with community, businesses, parents, and students

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

Sixty (60) credit hours in a college/university program

Experience in public school or a business of similar size and complexity

Proficient in computer, telephone, and alarm systems

Demonstrated ability to communicate effectively and manage conflict

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Bachelor's Degree

Experience in a diverse workplace