



REVISED:
11/15/2016

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

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
- Responsible 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, business, parents, and students
- 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

Footnote

Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum Steps 6-14 Exempt, paid daily as salaried employee