

Rim of the World Unified School District

Certificated Management Position

SCHOOL ADMINISTRATOR & DISTRICT COMMUNITY LIAISON

BASIC FUNCTION:

Under the direction of the Superintendent, serve as educational leader and administrator of an assigned school; establish and maintain effective relationships with students, staff, parents, and community organizations to foster and increase student achievement; maintain a safe and secure campus; train, supervise and evaluate the performance of assigned personnel; coordinate community and parent outreach efforts and cultivates partnerships with business and professional entities.

REPRESENTATIVE DUTIES AND ESSENTIAL JOB FUNCTIONS:

Provide leadership to school staff; define and clarify educational objectives; study, develop and initiate the use of new teaching methods and materials; initiate, encourage and direct instructional experimental and pilot programs; provide information and guidance to appropriate District staff regarding current programs, problems, and other school needs.

Coordinate, encourage and provide in-service growth opportunities for teachers and other school personnel; prepare and supervise the preparation of class schedules and coordinate programs as they relate to District policies; develop instructional schedules.

Prepare and submit District-required reports; assure proper maintenance, operation, and safety of school site; provide recommendations to District negotiation team regarding school programs and District policies and procedures.

Attend and participate in parent group meetings including PTA/PTO, School Site Council and English Language Advisory Council; District committees; plan, organize, and conduct parent and community meetings as assigned by the director of educational services; establish and maintain relationships with community resources and agencies.

Supervise students and staff during passing periods, lunches, and other periods between classes to assure compliance with school rules and regulations.

Direct, supervise and participate in formal and informal classroom visitations and observations; direct discipline, reassignments, terminations and related documentation as appropriate and in accordance with applicable rules and regulations.

Manage, organize, and operate facilities and resources to assure a safe, efficient, and effective learning environment; assure facilities remain in a clean, safe working condition.

Collaborate with families, community members, students, and staff to develop and maintain programs, plans and facilities; develop programs and services that meet community and school needs through data analysis, research, and other opportunities.

Coordinate and participate in processes and programs for screening and monitoring student progress; coordinate and participate in the review and recommendation of students for special education classes and other special programs through SST and IEP meetings.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.

Provide technical expertise, information, and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures, and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the school; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

Coordinate and act as point-person on community and business partnership efforts; communicate regularly with group facilitators and committee members; attend meetings, assist in planning and coordinating community partnership projects and activities; publicize the progress and success of these efforts through various means.

Prepare information for internal and external audiences, including web-based materials for the District website and social media sites, printed material, such as press releases, newsletters, articles, brochures, directory, and vide-based materials. Includes organizing, researching, writing and layout; provides assistance to District staff and others concerning the writing, editing, composition, layout, and production of publications as needed.

When directed, serve as spokesperson for the District; respond to media inquiries in print and broadcast; prepare press releases and maintain positive working relationships with reporters and editors. Support and assist with emergency communication during a crisis situation.

Assist in planning, organizing, and direct a variety of programs, projects, and activities related to the District's public relations and public information efforts.

Serve as a District liaison between students, parents, schools, and outside community organizations and agencies to support efforts to improve student success; participate in the development of community resources for students, parents, and families; collaborate with local groups and agencies to secure services, donations, and supplies for programs.

Provide informational and training materials to parents to assist parents understand State academic standards and provide strategies parents can use to help improve their child's academic achievement; integrate parent involvement programs and activities; educate school staff members on how to build relationships and effectively communicate with parents; refer students and families to local agencies or school services as appropriate; establish community partnerships that help families connect with schools and local resources.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Comprehensive organization, activities, goals, and objectives of a District elementary school.
School law administration and applicable sections of the State Education Code and other applicable laws.

Title I, Part A

State and local curriculum requirements.

Board and District policies, procedures, and regulations.

Labor relations law and employee contracts.

State plant facility requirements.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct the operations, plant, and personnel of an elementary school.

Organize, direct, evaluate and supervise assigned certificated and classified staff.

Direct activities regarding personnel, the physical plant, budget, curriculum and instruction and communications and articulation.

Establish, coordinate, and maintain communication with community and parent groups.

Plan, implement, direct, and evaluate instructional and categorical programs in accordance with applicable laws.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.

Ability to read printed matter and computer screens.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop, and reach.

Ability to drive a personal vehicle to conduct business.

EDUCATION AND EXPERIENCE:**Professional:**

Required: Master's degree in education, public administration, or related field and five years professional experience in a public school setting, with increasing responsibilities at the site level.

Personal:

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

CREDENTIAL:

Must hold a valid California Clear Administrative Services Credential.

Must hold a valid California Clear Teaching Credential.

Must possess a valid California Driver's License.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment. Driving a vehicle to conduct work.

HAZARDS:

Dissatisfied or abusive individuals.

Inclement weather including snow and ice.