

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INTERSESSION DAY CAMP ELEMENTARY ADMINISTRATOR**

#### **BASIC FUNCTION:**

Under the direction of the District Administrator of Expanded Learning Opportunities, (ELO-P) Intersession Day Camp Administrator is highly organized, self-starter, responsible for approximately 80 first and second grade students in a day camp style setting. In partnership with the Elevo Coaches to provide a full 9 hour day enrichment program for students. Intersession Camp Elementary Administrator must strive to perform each essential duty outlined below. These requirements listed are representative of the knowledge and/or skills to lead an Expanded Learning Opportunity Programs successfully.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, and direct operations, activities and services at an assigned elementary school including coordinating with community partner, Elevo, on curriculum, and instructional programs, process and procedures; provide leadership, formulation implementation and evaluation of program.

Supervise the performance of personnel and manage partnerships between departments including nutrition, transportation, Instructional Technology, and more.

Develop and implement plans and procedures for student and staff health and safety, including maintaining high standards of student conduct; direct the implementation and observance of Board policies.

Coordinate and direct communications, programs, services and information between administrators, faculty, staff, outside organizations, the public and various governmental agencies; assure proper and timely resolution of student, administrative, parent, staff, faculty and public issues, conflicts and complaints; monitor, analyze and adjust activities in response to student needs and progress.

Enforce applicable State and organization codes, policies and laws; oversee the administration of site discipline and intervention policies and procedures.

Maintain current knowledge of educational methods, practices and standards related to school operations and related laws, codes, regulations, policies and procedures.

Coordinate, attend and conduct a variety of meetings; present materials and information concerning school operations and related issues, needs and activities; prepare meeting agendas and notes.

## **INTERSESSION DAY CAMP ELEMENTARY ADMINISTRATOR-Continued**

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Planning, organization and direction of operations, activities and services at an assigned elementary school including curriculum, and enrichment programs, processes and procedures.

District policies and procedures concerning student discipline.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Instructional techniques and strategies related to elementary school programs and services.

Principles, practices and procedures involved in the development and implementation of educational programs, services, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

#### **ABILITY TO:**

Plan, organize and direct educational operations, activities and services at an assigned elementary school including curriculum, and instructional programs, processes and procedures.

Allocate, direct and monitor resources for optimal student academic achievement and behaviors.

Supervise and evaluate the performance of certificated and classified personnel.

Oversee the development and implementation of school programs, services, schedules, goals, objectives, plans, strategies, standards, projects, processes, and procedures.

Investigate and resolve student, parental, administrative, and staff issues, conflicts and complaints.

Provide consultation and technical expertise concerning educational programs and services.

Assure adequate personnel, instructional materials and resources to meet educational needs.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and timelines.

Plan and organize work.

### **EDUCATION AND EXPERIENCE:**

Valid Admin. Services Credential

Teaching experience in a K-8 setting

Elementary School administrative services experience preferred

**INTERSESSION DAY CAMP ELEMENTARY ADMINISTRATOR-Continued**

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Teaching Credential  
Valid California Administrative Services Credential

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Constant interruptions  
Variable hours

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and communicate.  
Seeing to monitor students and read a variety of materials.  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching.

Employee\_\_\_\_\_Date\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: October 24, 2023