

**CENTRAL UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**

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**Position:** Area Administrator**Classification:** Certificated  
Management**Reports to:** Assistant Superintendent-Educational Services**Range:** Certificated Management

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**EDUCATION AND EXPERIENCE**

Minimum three years successful administrative experience; site principal experience required. Minimum five years teaching experience in K-12 setting.

Licenses and other Requirements:

Valid California driver's license; California Administrative Credential. California Teaching Credential. Bilingual ability, preferred, but not required.

**SUMMARY**

Under the leadership of the Assistant Superintendent of Educational Services, plans, coordinates and supervises schools in accordance with the educational opportunities for students served by the District; Assist the Assistant Superintendent in effectively providing leadership for the development, achievement, and maintenance of quality educational programs.

**SPECIFIC RESPONSIBILITIES**

1. Lead schools in the implementation of districts standards and programs. Hold schools accountable for achieving results in student learning.
2. Works collaboratively with the Superintendent and Cabinet to foster and maintain the District's culture and core values.
3. Provides leadership to the operation of the educational program in schools for the purpose of evaluation and the improvement of instructional strategies.
4. Visits school sites and classrooms on a regular basis.
5. Recommends and assists in the development and determination of curricular and instructional programs at responsible school sites.
6. Implements Board policies to assure that educational opportunities and instructional standards are maintained at national standards.
7. Implements Board policies, assists in the supervision of staff development and individual professional growth plans for personnel related to improving the curriculum and instructional programs.
8. Communicates the needs of the building site principals to appropriate District divisions or departments.
9. Collaborates with Child Welfare and Attendance and Support Services staff for the purpose of supporting school sites regarding social emotional and student behavioral issues.
10. Communicates the District mission, goals, objectives, and philosophy to site principals.
11. Establishes necessary procedures for referral and collaborative planning with District office departments and other agencies that provide services to children.
12. Supervises, directs, and annually evaluates the work of principals and submits copies of evaluation to the Assistant Superintendent.
13. Conducts and coordinates principals' meetings.
14. Conduct and coordinate professional learning in collaboration with Educational Services Administrator's in order to develop highly effective professional learning for the purpose of the improvement of instructional programs.
15. Recommends to the Assistant Superintendent when dismissal action is necessary and cooperates in the preparation of such documents as directed.

16. Works closely with principals in the development of programs and activities designed to engage families and communities in order to improve student achievement.
17. Provides leadership and supervision of assigned departments and/or support services programs.
18. Recruits and recommends certificated personnel for respective areas.
19. Attend all Governing Board meetings and prepares reports for the Governing Board as requested.
20. Enhances the program of public relations developed by the Assistant Superintendent by serving as the educational leader responsible for the interpretation of school programs to the public.
21. Other related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Knowledge and Skills**

- Requires advanced professional knowledge of the principles, practices, and techniques, of leadership, management, group processes, and organizational development.
- Requires specialization educational programs.
- Laws, policies, and procedures appropriate for all departments in the assigned division.
- External resources that can assist the District by providing information, suggestions, and solutions to problems.

### **Abilities**

- Requires the ability to carry out all the requirements of the job.
- Requires the ability to lead small and large teams of individuals and work collaboratively with staff. Requires the ability to deal effectively with a variety of personalities and situations with professionalism and diplomacy.
- Requires the ability to effectively articulate and carry out the District's mission, goals, culture, and core values and work to achieve the District's Aims.
- Provide leadership by setting a high standard of personal conduct, which enables staff to work cooperatively with others.
- Maintain appropriate confidentiality about the status of schools, students, staff, and District activities. Develops and supervises budget for instructional services.
- Ability to see and read computer screen, equipment used in the work environment, instructional materials, training materials, direction, rules, policies, calendars, agendas, manuals, and other printed matter.
- Mental acuity to perform the essential functions of this position in a safe, accurate, neat, and timely fashion and to make and evaluate the results of judgments and decisions.
- Ability to drive a car.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.