ADMINISTRATOR, SCHOOL SUPPORT

Primary Function

Provide direct support to principals and their school sites and staff. Take leadership and coordination in the planning and development of curriculum and instruction, professional development, and other services to schools. Monitor curriculum implementation and instruction and provide feedback to administrators and staff.

Directly Responsible To

Assistant Superintendent of Student Achievement and School Support

Supervision

Certificated or classified staff as assigned

Major Responsibilities

1. Provide direct support to assigned school sites.
2. Provide ongoing coaching and support to the principal of each assigned school site.
3. Provide direct assistance and support to staff of assigned sites.
4. Monitor curriculum implementation and instruction and provide feedback to administrators and staff.
5. Establish and maintain rapport, communications, and cooperative working relationships with district administration, schools, teaching and non-teaching personnel, and other individuals or groups involved with curriculum and instruction.
6. Initiate and participate in curriculum development, including preparation of curriculum materials, classroom organization, techniques and methods of instruction, articulation and coordination, research and experimentation, evaluation and selection of materials.
7. Organize and implement professional development for assigned school sites and/or district-wide.
8. Assist schools in the development, writing, implementation and revision of the Single Plan for Student Achievement and other site or strategic plans in a cycle of school improvement.
9. Work with principals on allocation of resources and monitoring budgets.
10. Provide technical support and guidance to sites to comply with district policies, state and federal regulations.
11. Administer assigned specified categorical programs and projects.
12. Coordinate the planning, implementation and evaluation of specified categorical programs and projects.
13. Prepare appropriate ongoing state and federal project applications.
14. Prepare and present reports pertinent to assigned duties.
15. Administer assigned program budgets including review and approval of all requests for personnel, capital outlay, conference expenditures and other appropriate expenditures.

16. Provide assistance and training in federal and state compliance activities.
17. Facilitate or serve on district-wide and school-site committees in the areas of curriculum and instruction such as textbook adoption, course of study development.
18. Assist in extended year, summer school, and intervention programs as assigned.
19. Take leadership in creating healthful human relationships which will provide for a suitable climate for learning and teaching.
20. Attend job-related meetings and activities specified by the Assistant Superintendent, Student Achievement and School Support
21. Perform additional duties assigned by the Assistant Superintendent, Student Achievement and School Support as an adjunct to regular stated duties.
22. Perform those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Assistant Superintendent of Student Achievement and School Support or the Superintendent.

Qualifications

Knowledge and Skills:

1. Knowledge of principles of organization and management.
2. Knowledge of curriculum and the operation of elementary and secondary schools, alternative, and adult education programs.
3. Knowledge of laws, district policies, and regulations pertaining to elementary and secondary education and related programs.
4. Knowledge of basic elements of instruction.
5. Ability to cope with emergency situations.
6. Ability to exercise good judgment and tact.
7. Ability to work effectively with all segments of the educational community and general public.
8. Ability to speak and write effectively.
9. Ability to analyze problems, make decisions or recommendations, and be responsible for these decisions.
10. Knowledge of the principles of staff training and development.
11. Knowledge of budget development, maintenance, and evaluation.
12. Skill in working with diverse groups and individuals in a manner that achieves district goals.
13. Skill in translating District policy to various employees, individuals, and groups.
14. Ability to supervise as needed.

Education, Training, and Experience:

1. Post graduate work in school administration, curriculum and instruction, or a related field.
2. Successful experience in increasing responsibility in school administration including successful experience as a Principal.
3. Experience in district-wide leadership roles.
4. Possession of an appropriate school administrative credential.

Sample Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers' Association

Salary Range 25

Adopted by the Board of Education: January 9, 2012