

ONTARIO-MONTCLAIR SCHOOL DISTRICT

ELEMENTARY ADMINISTRATOR

DEFINITION

Under general direction of Principal, Elementary School, to share responsibility for major portions of school operations; to plan, supervise, and direct site categorical programs, to assume complete charge in the absence of the Principal; and to do other related functions as directed.

Assume the role of principal in the absence of the principal and assist site principal with accomplishing the following essential administrative deliverables:

INSTRUCTIONAL LEADERSHIP:

- Use data to plan, implement, and monitor delivery of effective instructional program for all students;
- Use data to plan, implement and monitor systematic intervention (RtI²) to ensure student success;
- Supervise and evaluate certificated and classified staff to ensure effective program implementation leading to student success;
- Use data to plan, implement, and model effective professional development for all staff;
- Build collaborative teams with principal, leadership team, staff, and instructional division to align with District mission and goals;
- Build master program schedule based on student data;
- Demonstrate a deep understanding of content standards, core materials, and best instructional practices;
- Assist with planning and implementing Saturday School program.

FISCAL

- Align categorical program expenditures with site plan priorities;
- Assist in site budget planning and expenditure control process;
- Assist with ASB accounts and processes.

STAFF AND ORDERLY CAMPUS

- Develop and collaboratively implement a multi-tiered school-wide positive behavior support plan for students;
- Ensure adequate and effective supervision before, during and after the school day;
- Develop and implement an effective disaster preparedness/emergency plan.

COMMUNITY AND PARENTS

- Coordinate and facilitate frequent scheduled parent engagement activities;
- Problem solve family concerns and generate collaborative solutions;
- Promote and seek positive community public relations support;
- Assist with planning, coordination and facilitation of SSC, ELAC, SAC, GATE and Special Education advisory groups.

OPERATIONS

- Ensure facility reflects scholarly environment conducive to learning;
- Ensure optimal levels of a clean and orderly campus.

POLICY/ADMINISTRATIVE REGULATIONS

- Ensure compliance of all Education Code, District Board Policies/Administrative Regulations, union contracts and procedures;
- Implement effective student attendance improvement plan;
- Implement Reclassification procedures and processes;
- Assist with IEP and 504 meetings.

EXAMPLES OF ADDITIONAL DUTIES/RESPONSIBILITIES

- Assist the Principal and the staff in determining objectives and identifying school needs as the basis for developing long and short range curricular and organizational plans;
- Assist in the planning, organization, and coordination of instructional support programs, including pupil services, instructional materials development, storage, and retrieval systems, and a variety of other related activities;
- Assist in the planning, organization, and conduct of a comprehensive student body activity program, including co-curricular activities, budget planning and expenditure control, and student government functions and activities;
- Advise, counsel, and assist instructional, support and ancillary personnel in problem solving activities pertaining to student behavior management, shaping, and control problems, and in the determination of alternative problem solutions;
- Assist the Principal in developing, implementing, planning, supervising, and directing all aspects of federally funded programs/budgets in accordance with all policies, procedures, and laws pertaining to local, state, and federal guidelines;
- Assist Principal in planning, supervising, and directing site categorical programs which includes
 - development of needs assessments and budgets, implementation of school wide reform, and ongoing evaluation to determine whether student needs are being met;
- Assist the Principal with the planning, organization and coordination of site staff development activities;
- Provide for effective parental involvement activities at site;
- Coordinate/attend activities of site parent advisory committees, District Advisory Committee, District English Learners Committee, and other related meetings;
- Perform other duties as assigned.

QUALIFICATIONS**Knowledge of:**

- Principles, methods, strategies, goals and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects of public education;
- Procedures, methods, techniques, and strategies pertaining to the administration of an elementary level school operation;
- Classroom instruction strategies to assist in mentoring, coaching, and monitoring classrooms;
- Curriculum, instruction, and pupil service trends, strategies, and techniques;
- Student activity, behavior management, and campus supervision and control methods, procedures, and techniques;
- Program and activity audit and evaluation strategies and procedures;
- Methods, procedures, and strategies of the supervision of instructional and a variety of student body related activities and programs.

Ability to:

- Effectively plan, organize, and coordinate the management functions and activities of an elementary school organization;
- Demonstrate a positive instructional leadership model;
- Effectively analyze problems, issues, and concerns and formulate appropriate alternative solutions;
- Communicate effectively in oral and written form;

- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational, public and community relationships.

EDUCATION

Equivalent to the completion of a master of arts or higher degree from an accredited college or university in educational administration, instructional technology, or a closely related field.

EXPERIENCE

Four years of successful teaching experience.

CERTIFICATION REQUIREMENT

Possession of a valid California credential authorizing service as a school administrator which may include a certificate of eligibility for administrative services credential.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator’s license.

CONDITION OF EMPLOYMENT

Insurability by the District’s liability insurance carrier.

PHYSICAL DEMAND

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 essentials functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: November 17, 2011