

# **SAM**ple Job Description

**JOB TITLE:** SCHOOL ADMINISTRATION MANAGER, District Level  
**SALARY SCHEDULE & GRADE:** I I, GRADE 8 225 DAYS

## **SCOPE OF RESPONSIBILITIES**

Manage district management activities for cabinet level administrator including supervision of classified support personnel. Selects and provides training for staff. Manage and coordinate such activities as special events, calendar, scheduling and interface with direct reports.. Helps cabinet administrator focus on instructional rather than managerial tasks.

## **PERFORMANCE RESPONSIBILITIES**

1. Assumes responsibility for administration of the cabinet office in the absence of the administrator.
2. Completes **TimeTrack** daily—meets with administrator and secretary to discuss daily.
3. Supervises and evaluates all non-instructional classified staff at the site.
4. Manages all scheduling, special events, reports
5. Manages administrator's budget and maintains appropriate records for all fiscal affairs in accordance with state and system-wide accounting practices.
6. Responsible for disaster preparation, fire drills, student, staff and public safety, student health.
7. Maintains equipment and supply inventories.
8. Plans & coordinates to maintain a positive, safe work environment for direct reports and the public by enforcing district policies and procedures.
9. Promotes the district through positive relations with community, business, parents, and students.
10. Plans for and provides orientation, transition, and school programs information parents, and staff.
11. Administer and supervise the maintenance of the physical facilities.
12. Performs other duties as assigned by the cabinet level administrator.

## **PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

## **MINIMUM QUALIFICATIONS**

1. Bachelors Degree in Business or equivalent experience
2. 1-3 years supervisory experience
3. Experience in public school or a business of similar size and complexity
4. Proficient in computer, telephone, and alarm systems
5. Demonstrated ability to communicate effectively and manage conflict

## **DESIRABLE QUALIFICATIONS**

1. Master degree in business or equivalent
2. 4+ years supervisor experience

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