

JCPS Job Description

JOB TITLE: SCHOOL ADMINISTRATION MANAGER

SCOPE OF RESPONSIBILITIES

Helps principal focus on instructional rather than managerial tasks. Completes TimeTrack daily with principal. Develops systems within the school to limit principal time spent on management work. Manage school activities, including supervision of classified support personnel. Selects and provides training for classified staff. Manage and coordinate such activities as special events, transportation, and building maintenance. Helps principal focus on instructional rather than managerial tasks.

PERFORMANCE RESPONSIBILITIES

Completes *TimeTrack* daily—meets with principal to discuss daily.

May be assigned the following duties by the principal:

1. Assumes responsibility for administration of the school in the absence of certificated administrators.
2. Supervises and evaluates all non-instructional classified staff at the site.
3. Manages all school scheduling, special events, field trips, cafeteria, transportation, maintenance, playgrounds and cleaning.
4. Plan, manage and supervision of the extra-curricular programs including managing community use of school site.
5. Manages school budget and maintains appropriate records for all local school 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, textbook and supply inventories.
8. Monitors student attendance and coordinates effort to improve student attendance.
9. Plans & coordinates to maintain a positive, safe learning environment for students by assisting with student behavior management.
10. Promotes the school and District through positive relations with community, business, parents, and students.
11. Plans for and provides orientation, transition, and school programs information to students, parents, and staff.
12. Administer and supervise the maintenance of the physical facilities.
13. Performs other duties as assigned by the Principal.

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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