

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: SCHOOL ADMINISTRATIVE MANAGER

BASIC FUNCTION:

Responsible for all administrative duties that are not directly related to instruction and student achievement including assisting the principal in managing school activities, supervision of classified support personnel, coordination of activities, such as special events; transportation and building maintenance.

DISTINGUISHING CHARACTERISTICS:

The School Administrative Manager reports to the Principal. The assigned duties and functions do not distinguish positions in terms of relative size (number and level of employees), complexity (diversity and problem solving), and accountability (financial impact and freedom to act). Districts may use this class code and class title for all positions with this title at the school level.

REPRESENTATIVE DUTIES:

- Supervises and evaluates all non-instructional classified staff at the site.
- Manages all school scheduling, special events, field trips, cafeteria, transportation, maintenance, playgrounds and cleaning.
- Manages community use of school site.
- Manages school budget.
- Manages school maintenance projects.
- Assists the Principal with the preparation and implementation of the school safety plan: disaster preparation, fire drills, student, staff and public safety, and student health.
- Maintains equipment, textbook and supply inventories.
- Monitors student attendance and coordinates efforts to improve student attendance.
- Coordinates with the principal to maintain a positive, safe learning environment for students by enforcing the school discipline plan.
- Responsible for school public relations and communications plan: promotes the school and District through positive relations with community, business, parents and students.
- Performs other duties as assigned by the Principal.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Practices, policies and procedures involved in the functional areas assigned.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- District organization, operations, policies, procedures and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Principles and practices of administration, supervision and training.
- Technical aspects of field of specialty.
- Budget preparation and control.
- Student discipline policies, procedures, laws and regulations.

ABILITY TO:

- Plan, organize, coordinate and control large group events, classified meetings, and community and family engagement events.
- Communicate effectively using speech, vision and hearing and in writing.
- Prepare and deliver oral presentations.
- Work cooperatively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Train, supervise and evaluate personnel.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Understand and work within the scope of authority.
- Meet schedules and time lines.
- Plan and organize work.

- Use computer, telephone and alarm systems proficiently.
- Manage conflict.

Page 3

EDUCATION AND EXPERIENCE:

- 60 credit hours in a college/university program
- Experience in public school or a business of similar size and complexity
- Desirable qualifications: Bachelor's Degree in business management, education or related field.

LICENSES AND OTHER REQUIREMENTS:

- Desirable qualifications: Certified Public Accountant license, teaching certificate, or related licensure.