

:: School Administrative Manager (SAM) - 1.0 FTE ::

Department:
Superintendent's Office

Position Code:
08261001 - School Administrative Manager (SAM) - 1.0 FTE

Work Hours:
1.0 FTE, 45 wks/yr

Position Description:

***This posting is to establish a pool of candidates to fill four current 1.0 FTE vacancies.**

ORGANIZATIONAL CONTEXT: MPS is a large, diverse urban school district on a reform journey. MPS is in the process of implementing an aggressive 2007-2012 strategic plan to make Every Child College Ready and strengthening its organizational effectiveness. School Administrative Managers will provide direct support to school leaders, helping to transform the lives and futures of thousands of Minneapolis students.

SUMMARY OF FUNCTION: The School Administrative Manager (SAM) is responsible for overseeing the administrative and facilities management responsibilities of a school site in a manner that frees the building principal to spend more time on instruction. The SAM will

- manage school activities, including supervision of classified support personnel
- select and provide training for non-instructional staff
- manage and coordinate such activities as special events, transportation, and building maintenance
- manage school budget
- help the principal focus on instructional rather than managerial tasks.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

1. Assumes responsibility for administration of the school in the absence of the Principal.
2. Completes *TimeTrack* (software) daily—meets with principal to discuss daily.
3. Supervises and evaluates all non-instructional classified staff at the site.
4. Manages all school scheduling, special events, field trips, cafeteria, transportation, maintenance, playgrounds and cleaning.
5. Plan, manage and supervision of the extra-curricular programs including managing community use of school site.
6. Manages school budget and maintains appropriate records for all local school fiscal affairs in accordance with state and system-wide accounting practices.
7. Responsible for disaster preparation, fire drills, student, staff and public safety, student health.
8. Maintains equipment, textbook and supply inventories.
9. Monitors student attendance and coordinates effort to improve student attendance.

10. Plans & coordinates to maintain a positive, safe learning environment for students by enforcing the school discipline plan.
11. Promotes the school and District through positive relations with community, business, parents, and students.
12. Plans for and provides orientation, transition, and school programs information to students, parents, and staff.
13. Administer and supervise the maintenance of the physical facilities.
14. Performs other duties as assigned by the Principal.

QUALIFICATIONS

Skills required:

1. **Overall problem-solving leadership** – demonstrated ability to develop hypotheses, structure work and drive to solutions; creative about where to find information
2. **Delivery of short-and long-term commitments** – demonstrated ability to deliver high quality work
3. **Analytic** – demonstrated ability to quickly and accurately analyze data, identify trends and generate insights into complex situations
4. **Strong Organizational and Project management Skills** – demonstrated ability to scope work, generate work plans and manage to deadlines
5. **Team leadership** – demonstrated ability to work effectively with others to move work forward and achieve results
6. **Written and verbal communications** – demonstrated ability to write and deliver clear presentations customized to wide range of internal and community audiences, able to verbally communicate ideas effectively, varying style for audience, strong listening skills
7. **Collaboration and inclusion** – demonstrated ability to build trust and effective working relationships with wide range of types of people, at all levels of the organization and outside of the organization.

Mindsets:

1. Deep commitment to MPS mission and belief that all students can excel
2. Entrepreneurial, “can-do” attitude and willingness to do whatever it takes to make things happen
3. Persistence
4. Intellectual “hunger” to understand state-of-the-art in education reform and accountability, planning and innovation
5. “Client service” mindset toward department and school colleagues
6. High standards for quality in all that we do
7. Focused on priorities, but flexible to adapt to evolving needs and context

Experience & education:

1. Bachelors Degree in Business or equivalent experience
2. 1-3 years supervisory experience
3. Management experience in an organization of similar size and complexity as a school (business, government, military or non-profit)
4. Proficient in computer usage (MS Word, MS Outlook email, MS Excel (for budgeting), basic Internet research)
5. Demonstrated ability to communicate effectively and manage conflict

SALARY: TBN, salary range of \$47,000 to \$55,000. ELT Benefit Plan

FOR MORE INFORMATION, PLEASE CONTACT: Tracy Johannsen, Human Resources, at tracy.johansen@mpls.k12.mn.us

All applicants, including MPS employees, must complete an on-line application at www.mpls.k12.mn.us (click on employment). In addition, upload an electronic copy of both your cover letter and resume to your application at the time that you apply. Make sure that you apply for the specific position in which you are interested. **This position closes at midnight on the posted deadline date. Only complete applications, which include all of the following items, will be considered:**

- **Cover Letter**
- **Resume**
- **On-Line Application**

Final candidates may be invited to interview with a committee. Final appointment to this position will be contingent upon passing a criminal background check.

AFFIRMATIVE ACTION POLICY:

Minneapolis Public Schools will not deny anyone the opportunity for training or employment because of sex, race, religion, color, creed, national origin, marital status, age, sexual preference, disability or status with regard to public assistance.

The Minneapolis Public Schools is an Equal Opportunity/Affirmative Action School District.