

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAM ADMINISTRATOR

BASIC FUNCTION:

Under the direction of the principal, participate in the management of school site intervention programs for academic improvement; identify appropriate interventions to assist students; coordinate, manage and supervise various after school programs.

ESSENTIAL FUNCTIONS:

Participate in the management of school site intervention programs for academic improvement; assist the Principal with analyzing student performance data from school-wide assessments and

Identify appropriate interventions to assist identified students; work closely with Instructional Coaches and teachers to improve student performance.

Coordinate, manage and supervise various after school programs such as homework help, tutoring, intersession, parent workshops and teacher training.

Assist with the coordination of intervention curriculum, instruction and assessment and connections to the feeder middle school and high school; identify teacher needs for professional development.

Assist the Principal with implementation of the Positive Behavior Support model.

If a Title I site, coordinate the Title I school-wide program with other programs such as English Language Learners and GATE/Accelerated programs.

Provide leadership for effective parent and community involvement including establishment of appropriate workshops and other activities for parents.

Serve on a variety of committees such as the School Leadership Team; assist with the functioning of advisory committees and the development of grade level plans and school site academic improvement plans.

Provide technical expertise, information and assistance to the administrator regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software; operate other office equipment as assigned.

Assist with program evaluations.

Attend and participate in a variety of meetings, workshops and conferences.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and objectives of assigned program and activities
Curriculum taught in District schools
Instructional standards
Principles of positive behavior support and curriculum development
Oral and written communication skills
Applicable laws, codes, regulations, policies, and procedures
Interpersonal skills using tact, patience, and courtesy
Operation of a computer and assigned software

ABILITY TO:

Participate in the management of school site intervention programs for academic improvement
Identify appropriate interventions to assist students
Coordinate, manage and supervise various after school programs
Assess student needs and develop viable plans and alternatives
Prepare and deliver oral presentations
Communicate effectively both orally and in writing
Interpret, apply and explain rules, regulations, policies and procedures
Establish and maintain cooperative and effective working relationships with others
Operate a computer and assigned software
Analyze situations accurately and adopt an effective course of action
Meet schedules and timelines
Work independently with little direction
Plan and organize work
Prepare and maintain comprehensive reports
Hear and speak to exchange information and make presentations
Move hands and fingers to operate a computer keyboard
See to read a variety of materials
Sit for extended periods of time
Maintain consistent, punctual and regular attendance

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree, including courses needed to meet credential requirements and three years classroom teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential
Valid California Administrative Services Credential
Valid California Class C driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment

Driving a vehicle to conduct work

BOARD APPROVED: September 4, 2018

