

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SITE PROGRAM ADMINISTRATOR

BASIC FUNCTION:

Under the direction of a Principal, organize, coordinate and administer assigned programs related to school curriculum, attendance, behavior, instructional programs, staff development and general administrative functions at an assigned high school; assist the Principal with various administrative duties as assigned; supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Organize, coordinate and administer assigned programs related to school curriculum, attendance, behavior, instructional programs, staff development and general administrative functions at an assigned high school; enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs.

Perform a variety of administrative duties to assist the Principal in managing the school.

Supervise and evaluate the performance of designated certificated and classified personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff.

Develop and administer disciplinary procedures in accordance with District policies and State laws; receive referrals and confer with students, parents, teachers and community agencies; respond to and resolve parent, student and staff complaints; serve on discipline or expulsion panels as assigned.

Supervise students on campus before and after school; monitor students during lunch, passing periods and other activities; discipline students according to established guidelines.

Establish, coordinate and maintain communication with community and parent groups; attend and conduct a variety of meetings and events; develop correspondence to promote school activities and achievements.

Provide direction to a variety of faculty, staff and student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate.

Oversee athletics, student activities and other programs as assigned.

Provide direction to the school's guidance and counseling services, student activities, student government, school attendance issues and plant maintenance; assure programs and services meet established objectives and requirements.

Supervise and organize a wide variety of student activities, extra-curricular activities and athletic events; schedule extra-curricular programs; attend a variety of school events including athletic events, dances,

meetings and others.

Assure the health, safety and welfare of students.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work.

Assist with monitoring the school budget; order supplies as needed.

Prepare and maintain a variety of District, County, State and federally-mandated records and reports regarding student attendance, discipline, cumulative records and academic achievement.

Participate in graduation-related activities including photos, set-up of equipment and planning of various graduation-related events as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, activities, goals and objectives of an assigned high school.

School law administration, applicable sections of the State Education Code and other applicable laws.

Instructional standards and faculty requirements.

Board and District policies, procedures and regulations.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic computer operation.

ABILITY TO:

Organize, coordinate and administer assigned programs related to student discipline, attendance and instruction at an assigned high school.

Assist the Principal with administrative duties involving student conduct, curriculum development and school plant operations as assigned.

Direct, evaluate and supervise assigned certificated and classified staff.

Oversee activities regarding personnel, the physical plant, student services and activities, curriculum and instruction.

Prepare and deliver oral presentations.

Establish, coordinate and maintain communication with community and parent groups.

Assist with the implementation, evaluation and modification of instructional and categorical programs in accordance with applicable laws.

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Complete work with many interruptions.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

See to monitor students and read a variety of materials.

Move hands and fingers to operate a computer keyboard.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree and two years of classroom teaching experience including one year at the secondary level.

LICENSES AND OTHER REQUIREMENTS:

California Teaching or other appropriate credential.
California Administrative Credential.
Valid California Class C driver's license.
Work involves frequent supervision of events and programs in the evening.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.
Driving a vehicle to conduct work.
Evening or variable hours.