



Submitted For
Approval: 7/16/2019
Effective: 7/17/2019

JOB TITLE:	SCHOOL ADMINISTRATION MANAGER	
DIVISION	ACADEMIC SCHOOL	
SALARY SCHEDULE/GRADE:	II, GRADE 3	
WORK YEAR:	220 DAYS	
FLSA STATUS:	NON-EXEMPT/EXEMPT	
JOB CLASS CODE:	8055	8038
BARGAINING UNIT:	CLAJ	CLAP

SCOPE OF RESPONSIBILITIES
Assists the Principal in managing school activities, including supervision of classified support personnel. Coordinates such activities as special events, transportation, and building maintenance.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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
Assumes responsibility for disaster preparation; fire drills; student, staff, and public safety; student health
Maintains equipment, textbook, and supply inventories
Monitors student attendance and coordinates effort to improve student attendance
Coordinates with the Principal to maintain a positive, safe learning environment for students by enforcing the school discipline plan
Promotes the school and District through positive relations with community, businesses, parents, and students
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. 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
Sixty (60) credit hours in a college/university program
Experience in public school or a business of similar size and complexity
Proficient in computer, telephone, and alarm systems
Demonstrated ability to communicate effectively and manage conflict
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
Experience in a diverse workplace

FOOTNOTE
Steps 0-5 Non-Exempt, paid hourly based on Federal exempt minimum Steps 6-14 Exempt, paid daily as salaried employee

