

(Your School Name Here)
Staff Job Description

Position: Administrator

Department: School Administration

Accountable to (in sequence): Principal

Support System (in sequence): Department Heads, Principal

PRIMARY DUTIES:

- ◆ Provides support and oversight to administrative staff and faculty.
- ◆ Plan, execute, and coordinate all marketing and public relations campaigns with all school stakeholders including but not limited to parents, community, city and state with relation to school image, mission, vision, and programs such as performing arts, festivals, and other special events.
- ◆ Evaluate and redesign where appropriate all aspects of the marketing and admissions program with the goal of maintaining a capacity enrollment of qualified students and a wait-list of qualified applicants which consist of at least 10% of the maximum class size for each grade.
- ◆ Create and oversee an on-going facilities maintenance and equipment replacement program and budget. Arrange bids and develop specifications for all outside contractual work of more than \$500. Oversee the work of all outside contractors to ensure compliance with contractual agreements and budgetary restrictions.
- ◆ Convey information to staff members regarding plans, curriculum development and assessment, resources, facilities, and activities which affect staff members. Solicit ideas for agenda items for possible inclusion in faculty and department meetings and hold regularly scheduled staff meetings, to maintain records of such meetings, and to provide minutes of the meetings. Maintain effective communication procedures through all levels of the organization.
- ◆ Work with the principal in carrying out established school policies and procedures; Review policies and procedures in conjunction with feedback from stakeholders and make recommendations for changes.
- ◆ Develop and implement effective and lucrative co-curricular and extra-curricular activity programs; Oversee the coordination and administration of the co-curricular and extra-curricular activity programs of the school.
- ◆ Assist in the planning and the presentation of school assemblies, programs and events; Assist in maintaining a comprehensive calendar of school events; Keep the entire school community informed of various school programs and activities.
- ◆ Develop mutually beneficial relationships with community groups and organizations for shared use of school facilities through ongoing programs and events that are not in conflict with the school mission, vision, values, and events with the end goal of increasing income sources unrelated to tuition.
- ◆ Coordinate and produce accurate permanent records of students' testing and academic work in support of parent/teacher conferences, report card distribution and transcript development.

- ◆ Develop, maintain and report all required environmental, health and maintenance standards as required by law and to work with the principal, to ensure compliance with all regional, state and federal regulations and laws as they impact the school.
- ◆ Commit to ongoing professional development via an annual program of research and study, workshop attendance, continuing education, etc. Learns new skills and develops abilities to meet evolving needs of the school.
- ◆ Models self-discipline and ethical behavior. Presents self in a professional manner through appropriate dress, communication techniques, and demeanor.
- ◆ Performs other duties as requested by the head of school.
- ◆ Supports the school and its leadership.

OTHER DUTIES (specific to position):

None At This Time

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration OR an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

KNOWLEDGE REQUIRED:

Proven effective organizational leadership, strong communication skills clear, direct and responsive

Ability to plan for, model and encourage collaboration and shared decision-making

Ability to apply strategic planning techniques that foster systemic approaches and result in sound business and educational decisions

Evidence of high student/staff expectations

Knowledge of basic computer operations.

SKILLS REQUIRED:

Skills required include listening, oral and written communication, organization, and facilitating.

PHYSICAL ACTIVITIES/REQUIREMENTS:

Physical activities include lifting, carrying, walking, stooping, kneeling, talking, hearing, and observing.

I have reviewed this job description with employee and addressed any questions or concerns to their satisfaction as noted here.

Principal or Administrator Signature

I have reviewed this job description and agree to the requirements listed herein.

Employee Name and Date (Please Print)

Employee Signature