

## **ADMINISTRATIVE MANAGER - ELEMENTARY**

### **Purpose Statement**

The job of Administrative Manager - Elementary was established for the purpose/s of maintaining overall site operations; receiving, distributing and communicating information to enforce school, district and state policies; maintaining safety of school environment; planning promoting managing and overseeing student services and activities for elementary students including behavior management, student recognition, student safety, and student supervision; supervising assigned Classified staff responsible for student supervision and monitoring; and addressing situations, problems and/or conflicts that could negatively impact the school.

This job reports to Elementary Principals

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### **Essential Functions**

- Chairs meetings (e.g. classified staff, parents, students, teachers, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Composes a wide variety of materials (e.g. quantity reports, student activities, discipline reports, rewards, recognition's, Behavior Management Contracts, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Maintains high visibility (e.g. halls, regular classrooms, cafeteria, BASS classroom, ISS classroom, playground, student activities, etc.) for the purpose of building familiarity and trust with students and staff.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, assigned personnel, In School Suspension program, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Mediates conflicts (e.g. parent-child, child-child, staff-child, staff-parent, staff-staff, etc. ) for the purpose of ensuring a safe and orderly learning environment.
- Participates in meetings, workshops and seminars (e.g. Faculty Meetings, Site Leadership Meetings, Site Administrative Team Meetings, Crisis Management Team Meetings, court hearings, disciplinary program small group meetings, and other agency meetings regarding student issues as needed, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Presents information (e.g. components for approved school wide disciplinary program, classroom management, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Records student discipline entries in the districts student information system for the purpose of maintaining up to date accurate records.
- Supervises assigned Classified personnel (e.g. hiring, evaluating, terminating, scheduling/coordinating activities, training, advising, etc.) for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and district objectives, and ensuring the provision of excellent customer service.
- Supervises student activities and programs outside school hours (e.g. back-to-school night, parent-teacher conferences, assemblies, award ceremonies, dances, activity events, etc.) for the purpose of maintaining a safe and orderly environment.

- Supports elementary school leadership team for the purpose of providing assistance with administrative functions and supporting the school's mission, goals, philosophy and vision.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; adhering to safety practices; and preparing and maintaining accurate records

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; age appropriate activities; concepts of grammar and punctuation; stages of child development; local, state, and Federal laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Community College and/or Vocational School degree with study in job related area.

**Equivalency** Bachelor's Degree preferred

**Required Testing**

None Specified

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

7/30/2010

**Salary Grade**

Exempt 53X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_