



## **SCHOOL ADMINISTRATION MANAGER (SAM)**

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### **Position Summary**

The School Administration Manager (SAM) assists the principal/administrator focus on instructional, rather than managerial/operational, tasks in all education levels (elementary, middle and high school). Under the direction of the principal/administrator, the SAM is responsible for the overall management and supervision of the operations of the school including supervision and evaluation of classified staff as defined by the Principal. Assists in maintaining a positive safe campus by enforcing school rules and policies, and may act as a liaison to parents, community and staff. At elementary schools, the SAM may assume responsibility for administration/operation of the school in the absence of principal/administrators. Participates in collective decision-making within the school management team.

The SAM manages non-instruction functions and activities; coordinates special events, volunteer coordination, parent/family involvement, transportation, and building maintenance; receives, distributes and communicates information to enforce school, District and state policies; plans, promotes, manages and oversees student services and activities, including student recognition, student safety, and student supervision; address issues, situations, problems and/or conflicts that could negatively impact the school; ensures general cleanliness, appearance and safety of all buildings are maintained to acceptable District standards.

### **Supervisory Relationships**

This position reports to the principal/administrator. The SAM supervises all non-instruction staff and front office volunteers.

### **Essential Functions**

#### ***School Management/Operations***

- In accordance with the practices and procedures of the District and the school, manages the day-to-day operations of the school including, but not limited to, the financial, technical, clerical and front office support services. Make decisions relating to the day-to-day management/operation of the school's administrative functions.
- Manages the front office and all services ensuring that school operational and administrative functions are organized efficiently to meet the needs of the school, staff, students and families. Deals with a range of telephone and drop in queries from parents, professionals, etc.
- Develops systems within the school to limit principal/administrator time spent on management/operational work. Is key in assisting the principal/administrator focus on instructional, rather than managerial/operational, tasks.
- Assists principal/administrator response to parents and/or community concerns and complaints.
- Manages a variety of school administrative functions for the purpose of enforcing school, District, federal and state policy. Assists with the formulation of and implementation of policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Manages emergencies brought to their attention, deciding on the best course of action and either dealing with the situation if appropriate or referring it to the principal/administrator.

- Participates in meetings, workshops and seminars (e.g. Faculty Meetings, Site Council Meetings and other meetings as needed) for the purpose of conveying and/or gathering information required to perform the functions of the position.
- At the request of the Principal, represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment. Promotes the school and District through positive relations with community, business, parents, and students.
- Composes and presents a wide variety of materials including oral/written reports for the purpose of documenting activities, providing written reference and/or conveying information.
- Assists and supports teaching staff as directed by the Principal. Chairs meetings (e.g. parents, students, teachers, etc.) for the purpose of coordinating activities and ensuring school, District and/or state objectives are achieved.
- Facilitates communication between staff, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates meetings, processes, discussions, etc. (e.g. school counselor, school nurse, campus supervisor, social worker, outside agencies, etc.) for the purpose of ensuring that District and state mandates are achieved.
- Monitors student attendance and implements attendance improvement strategies. Monitors student attendance and coordinates effort to improve student attendance.
- In coordination with the Principal, maintains a positive, safe learning environment for students. Supports school-based programs by recognizing student achievements, working on students' success, and being available for student questions and/or concerns. Assist with enforcing the school student discipline plan.
- Intervenes in occurrences of inappropriate student behavior for the purpose of assisting students to modify such behavior and develop successful interpersonal skills. Maintains high visibility (e.g. halls, cafeteria, student activities, etc.) for the purpose of building familiarity, rapport and trust with students and staff. When necessary, may conduct investigations and share findings with the principal to act upon.
- Manages all school scheduling, special events, field trips, cafeteria, transportation, recess/lunch, etc. Coordinates transportation of students to and from school, field trips, and special activities.
- Plans and provides schedules for recess, lunch, assemblies, special activities, and bells. Plans, manages and supervises extra-curricular programs. Plans for and provides orientation, transition, and school program information to students, parents, and staff.

### ***Budget/Fiscal***

- Maintains School Budget. Prepares financial budgets and financial reports under the overall direction of the principal/administrator.

- Manages and monitors the budget and advises the principal/administrator of any important budgetary considerations. Responsible for the preparation of appropriate budget plans to support the school's improvement plan. Establishes regular meeting time with the principal/administrator to share and advise principal/administrator of budgetary needs and impending challenges.
- Carries out financial analysis and develops improvements to financial procedures as required. Advises the principal/administrator on all financial matters and reports on the financial feasibility of particular projects.
- Monitors the development of strategies to address changes in internal and external funding arrangements. Coordinates the purchasing of goods and services ensuring that accurate stock and Inventory control systems and safeguards are maintained. Checks deliveries of all goods. Maintains an inventory of school assets and ensures their security.
- Maintains appropriate records for all local school fiscal affairs in accordance with state and system-wide accounting practices. Maintains equipment, textbook and supply inventories.

### ***Supervision***

- Supervises and manages all non-instruction classified staff and office volunteers. Establishes work schedules; assigns work duties consistent with individual position job descriptions; evaluates and monitors performance; responsible for the recruitment, interviewing and selection of classified staff. Selects, facilitates, and provides training for classified staff.

### ***Safety and Facilities***

- Ensures safety of, and the promotion of, the welfare of students and follows all applicable federal and state laws and District policies relating to the protection of children and students.
- Manages all contractual and related arrangements with regard to building works, maintenance and supplies, cleaning, grounds maintenance, etc., including quality control of contractors' work.
- Responsible for disaster preparation program: fire drills, student, staff and public safety, student health and maintains a current site evacuation plan. Responsible for site safety program and planning and preparation of annual Safety Week Plan.
- Administers and supervises the maintenance of the physical facilities.
- Supervises after school student activities and programs, assemblies, awards ceremonies, dances, activities, etc. for the purpose of maintaining a safe and orderly environment.

### **Required Knowledge, Skills and Abilities**

- Ability to supervise staff and manage operational functions. Strong ability to plan and manage multiple projects. Ability to effectively manage conflict and competing priorities.
- Ability to work independently; problem-solve, analyze issues and create action plans. Independent decision-making and ability to interpret policies and laws.
- Ability to communicate with students and families from diverse ethnic and cultural backgrounds, socio-economic groups and varied life choices.

- Ability to communicate effectively orally and in writing.
- Comprehensive understanding of the operation of schools and the inter-relationship with the community.
- Ability to manage confidential, complex and controversial matters.
- Strong computer proficiency, including competency with Word, Excel and website maintenance.
- Knowledge of state and federal education laws.

**Minimum Qualifications Summary**

**Education:** Bachelor’s Degree in Business, Finance or equivalent. Master’s degree in business or equivalent preferred.

**Experience:** Two (2) to three (3) years experience as a business or operations manager with increased level of responsibility is required. Two (2) to three (3) years supervising staff (including, hiring, evaluation, performance management, etc.) is required; four plus (4+) years of increased management experience and supervision of staff is preferred. Experience with office procedures and accounting or bookkeeping skills required. Experience in public schools or a business of similar size and complexity required.

**Preferred Qualifications:** Bilingual Spanish/English language skills desirable.

**Work Environment**

Incumbents work in a fast-paced office/school environment and may be required to work extended hours and weekends as needed.

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	4J Association (4JA) - Professional
<b>Pay Grade</b>	Grade 6
<b>Reviewed &amp; Approved by</b>	Dr. Celia Feres-Johnson, Director of Human Resources & Sara Cramer, Director of Elementary Education
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