

TITLE: ADMINISTRATOR I - SCHOOL INSTRUCTION

QUALIFICATIONS:

1. California administrative services credential
2. Minimum three years of successful principalship experience
3. Evidence of successful public school teaching experience
4. Demonstrated curriculum supervision skills
5. Thorough understanding of basic management principles and techniques
6. Ability to work harmoniously with school principals and district management staff
7. Master's degree desired

FUNCTION: To supervise assigned schools with particular emphasis on improving staff development, school management and supervision of instruction

REPORTS TO: Assistant Superintendent - Instruction

SUPERVISES: Principals of schools assigned

PERFORMANCE RESPONSIBILITIES:

1. Assist assigned Program Improvement and Corrective Actions schools in improving student learning processes
2. Assist assigned principals to improve school curriculum management and implementation
3. Assist assigned principals in planning and improving staff development
4. Evaluates assigned principals in accordance with district's "Management Performance Appraisal" and Policies and Procedures
5. Keep Assistant Superintendent-Instruction informed of achievement of district objectives by assigned schools
6. Leads school uniform process
7. Make and require reports for Assistant Superintendent-Instruction
7. Performs duties and responsibilities as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, 214 days

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable