
Under the direction of the Superintendent of Schools and increase student achievement; maintain and evaluate the performance of assigned personnel.

Provide leadership to school staff; define and clarify educational objectives; study, develop and initiate the use of new teaching methods and materials; initiate, encourage and direct instructional experimental and pilot programs; provide information and guidance to appropriate District staff regarding current programs, problems and other school needs.

Coordinate, encourage and provide in-service growth opportunities for teachers and other school personnel; prepare and supervise the preparation of class schedules and coordinate programs as they relate to District policies; develop instructional schedules.

Prepare and submit District-required reports; assure proper maintenance, operation and safety of school site; provide recommendations to District negotiation team regarding school programs and District policies and procedures.

Attend and par

functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the school; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE OF:

Comprehensive organization, activities, goals and objectives of a District elementary school.
School law administration and applicable sections of the State Education Code and other applicable laws.

State and local curriculum requirements.

Board and District policies, procedures and regulations.

Labor relations law and employee contracts.

State plant facility requirements.

Budget preparation and control.

Oral and written communication skills. Budget7abillskip)4(n)9 (n)9 0d (as)5(as)5)5)59A1 6 i8d5), BDC -131

Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

Professional:

Required: Master's degree in education, public administration, or related field and five years

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