



JOB TITLE	DEPARTMENT	REPORTS TO
Principal	School Based	Appropriate Executive Director

<b>Position No:</b> 73001/73002/73003/73005	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD14, AD15, AD16	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 1/27/98

MINIMUM QUALIFICATIONS
The appropriate qualifications as determined by the District Eligibility Requirements for School-Based Administrators.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Responsible for the total school program.</li> <li>2. Establishes and maintains an effective learning climate in the school.</li> <li>3. Participates in the selection, evaluation and supervision of all school personnel.</li> <li>4. Establishes guides for proper student conduct and maintaining student discipline.</li> <li>5. Supervises the school's teaching process.</li> <li>6. Plans, organizes, delegates and monitors the implementation of all school activities.</li> <li>7. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives. Discusses and resolves individual student problems.</li> <li>8. Assumes responsibility for all official school correspondence and news releases.</li> <li>9. Serves as a member of such committees and attends such meetings as the Superintendent shall direct.</li> <li>10. Serves as an ex-officio member of all committees and councils within school.</li> <li>11. Keeps appropriate Executive Director informed of events and activities of an unusual nature.</li> <li>12. Assumes responsibility for professional growth and development through membership and participation in the affairs of professional organizations, through attendance at appropriate meetings and conferences, and through enrollment in advanced courses.</li> <li>13. Performs such other tasks and assumes such other responsibilities as the appropriate Executive Director may assign.</li> </ol>
PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.