## SCOPE OF RESPONSIBILITIES

Under administrative direction to serve as chief administrator and educational leader for the Midwest Schools; to plan, direct, manage and oversee the activities and operations of the Schools including instructional programs, student services and operational activities; to coordinate assigned activities with other District departments, schools, and outside agencies; and to provide highly responsible and complex administrative support to the Assistant Superintendents and the Superintendent.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assume full management responsibility for the School including business operational activities such as personnel, budgeting, and facilities management, and for a variety of instructional, curriculum, student services, and administrative programs, services, and activities.

- Manage the development and implementation of goals, objectives, policies, and priorities for each assigned service area of the School in accordance with Education Code and policies of the Board of Education; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly.

- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

- Represent the School to other District departments, schools, elected officials, outside agencies and the community; explain and interpret programs, policies, and activities to students, parents, and faculty; negotiate and resolve sensitive, significant, and controversial issues.

- Select, train, motivate, and evaluate School personnel including certified and classified personnel; provide or coordinate staff training and orientation; identify opportunities for staff training and development; research and coordinate staff training in innovative education techniques and new programs; work with employees to correct deficiencies; implement discipline and termination procedures in accordance with District procedures.
Plan, direct and coordinate the School’s work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the School budget; direct the forecast of additional funds needed for staffing, facilities, equipment, materials, and supplies; direct the monitoring of and approve of expenditures; direct the preparation of and implementation of budgetary adjustments as necessary.

Coordinate School activities with those of other departments, schools, and outside agencies and organizations.

Provide staff assistance to the Assistant Superintendents and the Superintendent; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to curriculum and instructional programs, policies, and procedures as appropriate.

Review pertinent legislation and ensure compliance with rules, regulations, and laws; implement State Department of Education recommendations; ensure timely and accurate reporting of data to Federal and State authorities.

Establish and enforce student behavioral performance standards; meet with students, parents and faculty to resolve behavior and/or performance issues; promote a climate conducive to personal growth and a productive learning environment.

Sponsor and supervise student activities including open houses and field trips; maintain master calendar of events and activities.

Oversee a variety of student service programs and activities including counseling, attendance/discipline, career centers, student registration, orientations, and student activities.

Monitor and review graduation requirements within established guidelines; oversee testing procedures including final exams and college proficiency exams; interpret data and communicate results.

Participate on a variety of committees and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in a variety of subject matters and in the field of public school administration.
ESSENTIAL DUTIES AND RESPONSIBILITIES continued

- Respond to and resolve difficult and sensitive inquiries and complaints.
- Perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of public schools.
- Organization and management practices as applied to the analysis and evaluation of school programs, policies, and operational needs.
- Modern and complex principles and practices of school program development and administration.
- Current trends, research, and developments in the areas of student learning, student needs, and instructional responses.
- Principles and practices of school curriculum development and instructional teaching strategies.
- Principles and practices of public school administration.
- Advanced principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Safe driving principles and practices.

Skill to:

- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.

Ability to:

- Provide administrative and professional leadership and direction for a public school campus.
• Develop, implement and administer goals, objectives, and procedures for providing effective and efficient curriculum, instructional and student services programs and services.

• Plan, organize, direct and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility.

• Select, supervise, train and evaluate staff.

• Identify and respond to community, School Board, and Superintendent’s issues, concerns, and needs.

• Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

• Research. Analyze, and evaluate new service delivery methods, procedures and techniques.

• Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

• Prepare clear and concise administrative and financial reports.

• Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

• Communicate clearly and concisely, both orally and in writing.

• Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

• Ability to work in a standard office environment.

• Ability to travel to different sites and locations.

• Availability to work evenings and weekends.
EDUCATION and/or EXPERIENCE

- Master’s degree including at least 20 hours of graduate credit in professional education with major emphasis on administration, supervision, curriculum and related areas
- Three years of responsible teaching experience and three years of management and administrative experience
- Possess or is eligible to obtain Wyoming administrative certification
- Valid teacher certification
- Valid driver’s license

SUPERVISORY RESPONSIBILITIES

- Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

LANGUAGE SKILLS

- Ability to read, analyze and interpret the most complex documents. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

REASONING ABILITY

- Demonstrated ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
PHYSICAL DEMANDS

Under 1/3 of the time:
• Sit
• Climb or balance
• Stoop, crouch
• Crawl – distance 2-5 feet
• Kneel – duration at one time – 5 minutes-30 minutes
• Taste or smell

1/3 to 2/3 of the time:
• Stand, walk
• Twist – body part – above waist
• Rotate – body part – above waist

Over 2/3 of the time:
• Use hands to finger, handle or feel
• Reach with hands and arms
• Talk or hear
• Push or pull less than 50 pounds

WEIGHT REQUIREMENTS

Under 1/3 of the time:
• Lift up to 25 – 50 pounds

Over 2/3 of the time:
• Lift up to 10 pounds

VISION REQUIREMENTS

• Close vision (clear vision at 20 inches or less)
• Distance vision (clear vision at 20 feet or more)
• Color vision (ability to identify and distinguish colors)
• Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
• Depth perception (three dimensional vision, ability to judge distances and spatial)
• Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
HEARING DEMANDS

Noise Levels:

- Moderate noise levels will be present (example: business office computers, printers, light traffic)

Hearing Demands:

- Ability to discriminate verbal commands and environmental safety sounds.

- Ability to be employed where moderate degrees of hearing loss are unimportant

  (e.g. able to converse, talk, and make notes in meetings, hears warning bells/sounds, tone of running motors, answer phone over high noise levels, etc.)

WORK ENVIRONMENT

Under 1/3 of the time:

Exposure to the following may occur:

- Wet or humid conditions (non-weather)
- Work near moving mechanical parts
- Work in high precarious places
- Fumes or airborne particles
- Toxic or caustic chemicals
- Outdoor weather conditions
- Extreme cold (non-weather)
- Extreme heat (non-weather)
- Risk of electrical shock
- Work with explosives
- Risk of radiation
- Vibration

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): ______________________________ Date: ________

Employee Signature: ________________________________________________