

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SCHOOL ADMINISTRATION MANAGER

#### QUALIFICATIONS

- Bachelor's Degree required.
- One (1) to three (3) years supervisory/management experience in an organization of similar size and complexity preferred.
- Proficient in computer applications including Microsoft Word and Excel, Email and Internet Research.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of the laws, policies, procedures, and practices involved in the functional areas assigned.
- Ability to use modern office practices, procedures, and equipment while maintaining current knowledge of technological advances in the field related to, but not limited to, technology and alarm systems.
- Oral and written communication skills.
- Effective use of research methods and report writing techniques.
- Knowledge of district organization, operations, health/safety regulations and overall objectives.
- Demonstrate positive interpersonal skills needed to establish and maintain cooperative and effective working relationships with others.
- Knowledge of principles and practices of administration, supervision and training.
- Ability to plan, organize, coordinate and control large group events, classified meetings, and community and family engagement events.
- Effectively plan, prioritize, organize and schedule work so as to meet established time lines.
- Analyze situations accurately and adopt an effective course of action.
- Manage conflict in a positive and productive manner.

#### SUPERVISION

**REPORTS TO** Principal  
**SUPERVISES** Assigned Educational Support Personnel

#### POSITION GOAL

***Responsible for assigned administrative duties not directly related to instruction to include, but not limited to, managing/coordinating school schedule/activities, special events, transportation needs, school maintenance, and supervision of assigned educational support personnel.***

#### PERFORMANCE RESPONSIBILITIES

1. \* Manage all school scheduling, special events, field trips, cafeteria, transportation, maintenance activity fields/playgrounds and cleaning.
2. \* Manage facilities including community use and rental of grounds and buildings.
3. \* Manage school maintenance projects.
4. \* Assist in the preparation of and implement the school safety/security plans for disaster preparation; fire drills; student, staff and public safety; and student health.
5. \* Serve as a 24 hour emergency response contact, as assigned.
6. \* Manage and maintain school/district procedures related to equipment, textbook and supply inventories.
7. \* Maintain records and prepare reports, as assigned.
8. \* Assist in the preparation of school schedules for personnel.
9. \* Monitor student attendance and coordinate efforts to improve student attendance.

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10. \* Assist with the planning and implementation of the school's public relations and communications plan through positive relationships with community, businesses, parents and students.
11. \* Provide input and assist with the preparation/implementation of the school budget associated with the area(s) of assigned responsibilities.
12. \* Supervise and evaluate assigned educational support personnel.
13. \* Manage the implementation of support staff personnel contractual agreements.
14. \* Provide the Principal with recommendations related to the employment of support staff personnel.
15. \* Manage professional development activities for the school's educational support staff.
16. \* Serve on advisory committees, as assigned by the Principal.
17. Perform other duties as assigned by the Principal.

*\*Denotes essential job function/ADA*

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Medium Work** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

## PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Repetitive Motions</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

**WORKING CONDITIONS**

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

**TERMS OF EMPLOYMENT**

**PAY GRADE**

**AO-06-E \$43,384 - \$75,705**

District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 37.5  
Annual Hours 1470

**POSITION CODES**

PeopleSoft Position TBD  
Personnel Category 14  
EEO-5 Line 44  
Function 7300  
Job Code 1522  
Survey Code 73025

**FLSA**

Applicable  
 Not applicable

**BOARD APPROVED**

**June 11, 2013**

ADA Information Provided by John Reichert  
Position Description Prepared by John Reichert