

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
JUNIOR HIGH INSTRUCTIONAL ADMINISTRATOR

JOB DESCRIPTION:

The Junior High Instructional Administrator functions as a co-administrator focused on teaching and learning support to close achievement gaps and address students' social-emotional and behavioral concerns, working collaboratively with the principal of a junior high Title I school.

REPORTS TO:

School Principal

SUPERVISION OVER:

Certificated, classified and volunteer personnel as assigned by the school principal.

MAJOR RESPONSIBILITIES: (Responsibilities will include, but not be limited to :)

1. Assists the principal in the overall administration of the school related to the school's curriculum, programs, personnel, students, and school safety.
2. Provides leadership and guidance to develop, implement, monitor, revise and secure approval of the school's Single Plan for Student Achievement (SPSA) in conjunction with the School Site Council.
3. Implements and monitors school improvement and intervention programs including before, during, and after school and extended year programs.
4. Collaborates with the leadership team, department chairs, and other staff, to ensure effective instruction, appropriate interventions and supports needed to increase the academic achievement, social-emotional wellness, and behavioral success of all students of each demographic subgroup.
5. In collaboration with the principal and Student Study Team, assesses and defines problems students may be experiencing (e.g., academic, attendance, family interactions, social-emotional, behavioral, and/or school/community relations) which interfere with the student's ability and potential to learn; recommends appropriate supports to address identified problems.
6. Makes regular classroom visits to observe instruction and determine the extent to which instructional methods and materials are being used effectively and to coach teachers.
7. Provides professional development to staff for continuous school improvement.
8. Develops communication networks that enable school personnel, parents and community leaders to be knowledgeable about academic support programs.
9. Collaborates with other staff and parents in facilitating program advisory committee meetings and in participating on ad hoc committees and task forces as required to assure proper representation and program effectiveness.
10. Assists in the school's plan and implementation of effective student, parent, and community engagement activities.
11. Assists in the selection, employment, coaching, feedback and communication with certificated and classified personnel in the school including employment interviews, classroom visits, professional development, student teachers and teacher observation plans.
12. Analyzes data and develops and implements plans for instructional improvement growing out of program assessment.
13. Collects, organizes, and compiles information necessary for project reports, intervention activities, and program performance evaluations.

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14. Evaluates the effectiveness of the school's programs and strategies. Provides findings and suggest changes/modifications to improve existing programs.
15. Other duties as assigned as related to supplemental programs designed to improve student achievement.

QUALIFICATIONS AND REQUIREMENTS:

Training, Education and Experience: Bachelor's degree and three years of successful full-time teaching, and experience in staff training and leadership roles. California Teaching Credential, or other relevant Credential; Administrative Services Credential, or must show proof of a Certificate of Eligibility (Administrative Services) upon appointment to the position.

Knowledge and Skills: Operate a computer and other office equipment as assigned; interpersonal skills using tact, patience, and courtesy; public speaking and group facilitation and oral and written communication skills.

Physical Characteristics (consideration will be given to reasonable accommodation): *Sufficient vision to read printed material; *Sufficient hearing to conduct in person and telephone conversations; *Sufficient physical mobility to move about the campus and drive a car; *Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; *Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

*With or without the use of aids.

Other Characteristics: Possession of valid California driver's license; willing to work irregular hours/days including evenings, weekends and holidays, and on-call for emergencies; willing to travel locally; willing to work at any school location and as assigned.

WORK DAYS AND PAY RANGE

197 days; Salary Level II on the Administrative Salary Schedule.