

JOB TITLE
SITE ADMINISTRATOR

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
DIRECTOR EARLY CHILDHOOD

SALARY SCHEDULE & GRADE
I I/IV, GRADE 10

LENGTH OF WORK YEAR
230 DAYS

DATE
JULY 1, 2009

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementing, supervising, and maintaining the educational program and is directly or indirectly responsible for attainment of the district, state, federal mandates, regulations, standards, and goals. Establishes and maintains effective and efficient operations that provide a safe, positive, and healthy learning environment in the service of families and children.

PERFORMANCE RESPONSIBILITIES

1. Reviews plans and goals with designated supervisor and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems, and services.
2. Guides, facilitates, and supports the curriculum, instruction, and assessment.
3. Applies concept of curriculum, best practices, research, theory, and design to achieve academic expectations.
4. Supervises and evaluates component staff and personnel as assigned to the school or center.
5. Works cooperatively with the designated coordinator and staff development personnel to provide training for staff, parents, and volunteers in area of assignment.
6. Provides, plans, and maintains appropriate and confidential records, monthly programs, and other program reports as required and needed.
7. Provides technical assistance to district and school staff in area of assignment.
8. Works cooperatively with the designated coordinators, program directors, and specialists in developing, reviewing, and revising programs or activities as assigned.
9. Assures compliance with federal, state, and local policy, administrative procedures and regulations to area of assignment.
10. Duties may include the performance of health services, for which training will be provided.
11. Performs other duties as assigned by the designated director.

PHYSICAL DEMANDS

The work is primarily sedentary. At times it requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in area of assignment
3. Three (3) years successful leadership experience in area of assignment
3. Knowledge of community resources, federal and state laws, and regulations regarding preschool programs
4. Technology skills including word processing and data collection
5. Ability to multi-task and communicate effectively with others
6. Ability to keep accurate records and documentation

DESIRABLE QUALIFICATIONS

1. Master's degree
2. Kentucky Administration and/or Supervision certification or endorsement

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