



TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT
PO Box 640, Tulelake, Ca 96134
(530)667-2295 Fax: (530)667-4298
Brian Norby, Superintendent

POSITION AVAILABLE
AT TULELAKE ELEMENTARY

Community Schools Administrative Manager
Job Description - Confidential

Position

Helps principal focus on instructional leadership rather than operational tasks. Develops systems within the school to limit principal time spent on operational tasks. Inducts and provides training for classified staff. Under the direction of the principal, facilitates and coordinates activities such as special events, transportation, and daily calendar events. Provide administrative coverage of student activities, athletics, and other events. Assists in maintaining a positive safe campus by enforcing school rules and policies, and may act as a liaison to parents, community, and staff. As directed by the principal, holds the authority to direct all staff in decisions that enforce an effective and positive school environment as needed.

Essential Duties and Responsibilities:

- Evaluate community schools personnel, including classified and counseling staff
- Meets with principal daily to discuss instructional focus and management concerns.
- Oversees and supports the needs of all staff at the site.
- Plan, organize, coordinate, and participate in programs and activities related to the operation of a high school including student discipline, instruction, and other programs; enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs.
- Coordinates community use of school site.
- Serves as the co-lead for Emergency Operations Plan (EOP) and processes with the Director of Health Services.
- Helps create and implement the Emergency Operations Plan (EOP) and processes.
- Maintains inventories as appropriate to guarantee efficient organization of the school.
- Monitors student attendance and assists with coordinating efforts to improve student attendance.
- Plans and coordinates to maintain a positive, safe learning environment for students by assisting with student behavior management.
- Promotes the school and District through positive relations with community, business, parents, and students.
- Lead or assist with recognition assemblies, parent workshops, family and community service events, and other school-wide culture – building activities to foster school connectedness.
- Create and present formal reports on school culture and safety as requested.
- Oversee student activities, and other programs as assigned.
- Work effectively with community organizations and booster clubs.
- Supervise and evaluate the performance of designated classified personnel when directed by the principal.
- Supervise students on campus before and after school; monitor students during lunch, passing periods, and other activities; discipline students according to established guidelines.
- Participate in student study teams, 504 planning, and IEP process.
- Progress monitor as scheduled by IEP/504 team.
- Assure the health, safety, and welfare of students.
- Perform related duties as assigned.

Qualifications:

I. Education:

- Required: Bachelor's Degree in Education, Business, Human Resources, or a related field.
- Preferred: Experience in and knowledge of schools and issues affecting the success of youth and adults.
- Preferred: Experience in a management position.

II. Knowledge and Abilities:

Knowledge of:

- Planning processes
- Meeting facilitation and conflict resolution skills
- Oral and written communication skills
- Principles and practices of management including supervision, training, and performance evaluation
- Applicable laws, codes, regulations, policies, and procedures
- Operation of a computer and related software

Ability to:

- Plan, organize, control, direct and administer the delivery of educational programs
- Modify management strategies based on evaluation data
- Exercise judgment and discretion in interpreting and applying policies and procedures
- Communicate effectively both orally and in writing to a variety of audiences
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Analyze situations accurately, and adopt an effective course of action
- Work independently with little direction
- Plan and organize work to meet schedules and timelines
- Facilitate meetings and resolve conflict
- Supervise and evaluate the performance of assigned staff
- Work collaboratively with all stakeholders
- Meet state and district standards of professional conduct

III. Licenses and Other Requirements:

- Valid California driver's license; provide personal automobile and proof of insurance.
- Fingerprint clearance.
- TB Clearance.

Work Environment

Work is generally conducted in, around and outside of a school environment but may require business elsewhere via field trips, fundraisers, etc. The noise level in the work environment is often loud.

IV. Personal Characteristics

- Illustrates positive interpersonal skills, professional and personal integrity with a commitment to the utilization of interest based decision-making.
- Displays independence and motivation towards enhancing the status and stability of the school district.
- A people-oriented individual whose intent is to build positive relationships with employees in order to advance the efficiency and effectiveness of the educational organization.
- An individual who is an active listener and who accepts and commits to all job-related tasks with perseverance and determination.
- An individual who portrays a philosophy of openness and is educationally focused to ensure that the educational objectives of the school district continue to be met consistently and on time.

Physical/Mental Requirements

Physical flexibility, mental acumen, and emotional stamina are fundamental building blocks for this position. The job requires the following skills in a consistent manner:

- Manual dexterity sufficient to write, use phone/keyboard/business machines, etc.
- Visual acuity to read and understand a variety of printed materials and to be able to view a computer screen for extended periods of time.
- Ability to read, analyze and interpret documents
- Hearing acuity sufficient to hear and understand in person and via telephone.
- Speaking ability to communicate in an understandable, pleasing voice with sufficient volume to be heard in normal conversational distance and on the phone.
- Physical agility to push/pull, squat, twist, turn, bend, stoop, and reach overhead; physical mobility sufficient to move about the work environment repeatedly within the office, out of the office, in the community, and outside the community, operate an automobile, and respond to emergency situations.
- Physical strength sufficient to lift 25 pounds.
- Mathematical skills sufficient to calculate basic math functions
- Ability to write routine reports and correspondences.
- Mental acuity in applying common sense understanding to carry out instructions furnished in written, oral or diagram form. Emotional strength and stability to maintain composure and etiquette during disturbing situations, and be able to function consistently well under stressful encounters.

Terms of Employment

Fiscal Year: July 1st – June 30th: Contracted work days = 200.

Step 1 \$67,392.00- Step 15 \$89,009.82

The salary, fringe benefit package, and other terms and conditions of employment will be appropriately placed on the approved salary schedule, and commensurate with the candidate's education and experience. Please refer to web address: www.tulelakeschools.org

Evaluation Procedure

Performance evaluation will be completed annually by the Superintendent or designee in accordance with the provisions of the Superintendent's policy on evaluation of personnel.

Board Approval: 9/25/2024