

Job Title: MANAGEMENT ASSISTANT TO CAMPUS PRINCIPAL
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Exempt
Date Revised: January 21, 2025

Primary Purpose

In charge of operational duties – custodians, security, attendance, master schedule, daily operations, etc. Assist the school principal in overall administration of campus level operations.

QUALIFICATIONS

Education/Certification

Bachelor's degree, preferred

Special Knowledge/Skills

Thorough understanding of school operations
Strong organizational, communication, and interpersonal skills
Ability to coordinate campus support operations
Ability to interpret policy, procedures, and data

Experience

Five years' experience as a district employee

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Management

1. Participate in daily educational programs.
2. Encourage and support innovative instructional programs, helping teachers pilot such efforts when appropriate.
3. Promote the use of technology in teaching/learning process.
4. Ensure that all appropriate committees are effectively scheduled and are utilized (ARD, LPAC, Grade Level Placement, etc).

School/Organizational Climate

5. Promote a positive, caring climate for learning.
6. Deal sensitively and fairly with persons from diverse cultural backgrounds.
7. Communicate effectively with students and staff.
8. Ensure the quick resolution of conflicts.
9. Establish effective systems for communication and ensure that the communication loop is intact (newsletters; faculty meetings; 504's, random drug testing, EOC testing, department/grade level meetings; etc).

School/Organizational Improvement

10. Participate in development of campus improvement plans with staff, parents, and community members.
11. Assist with building a common vision for school improvement.
12. Develop and effectively utilize a standard organizational and operational procedures handbook to facilitate communication and state expectations for individual and staff responsibilities.

Administration and Fiscal/Facilities Management

13. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
14. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
15. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
16. Conduct safety inspections and safety-drill practice activities.
17. Coordinate transportation, custodial, cafeteria, and other support services for daily operations.
18. Comply with federal and state laws, State Board of Education rule, and board policy.
19. Disseminates and maintains accurate textbook records.
20. Adhere to all district policies related to fiscal responsibilities (budget, activity funds, facilities, etc.).

Student Management

21. Ensure that students are adequately supervised during non-instructional periods.
22. Help to develop a student discipline management system that results in positive student behavior in accordance with Student Code of Conduct and student handbook.
23. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
24. Schedule conferences on student and school issues with parents, students, and teachers.

Professional Growth and Development

25. Participate in professional development to improve skills related to job assignment.
26. Establish annual goals for professional growth and development. In order to accomplish stated goals, incorporate district training and other resources such as various professional association, Education Service Centers, etc.

School/Community Relations

27. Articulate the school's mission to community and solicit its support in realizing mission.
28. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
29. Use appropriate and effective techniques to encourage community and parent involvement.
30. Perform other duties as assigned by the Principal.
31. Maintain confidentiality of information.

WORKING CONDITIONS**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions. Occasional district wide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____