



EXTENDED SCHOOL YEAR PROGRAM ADMINISTRATOR (SUMMER ONLY)

Classification: Extended School Year Program Administrator Location: Assigned Building

Reports to: Director of Special Services FLSA Status: Exempt

Bargaining Unit: EASA

This is a standard position description to be used for certificated administrative positions with similar duties and responsibilities. Administrators assigned to the position description may or may not be assigned all of duties identified herein.

This job description does not constitute an employment agreement between district and employee and is subject to change by district as district needs and job requirements change.

Part I: Position Summary

Serves as school and educational leader responsible for development, implementation, supervision, and evaluation of extended school year services for students on Individualized Education Plans (IEPs). Administers program in accordance with board policies, statutory requirements, administrative rules and regulations, district leadership direction, and consistent with collective bargaining agreements.

Part II: Supervision and Controls over the Work

Works under general supervision of Director of Special Services.

Part III: Major Duties and Responsibilities

1. Student Learning and Achievement:
 - a. Supports and supervises implementation of special education services in compliance with the Washington Administrative Code and district policies and procedures.
 - b. Communicates progress of students and school achievement and provides required reports to district and community stakeholders.
2. Use of Data:
 - a. Provides leadership to teachers in development and utilization of multiple assessment tools and strategies to support achievement of performance standards by every student.
3. Curriculum, Instruction, and Assessment:
 - a. Supports development and implementation of district framework for curriculum, instruction and assessment that is research-based and aligned to standards. Assures approved curriculum is being effectively delivered in each classroom.
 - b. Provides leadership to teachers in development of classroom-based assessments of student learning and use of assessments to inform instruction and improve learning. Regularly adjusts goals and action plans for gaps and shortfalls in performance.



EXTENDED SCHOOL YEAR PROGRAM ADMINISTRATOR (SUMMER ONLY)

4. Leadership and Governance:
 - a. Leads by example with a level of professional conduct above reproach.
 - b. Consistently demonstrates high moral, ethical, and professional standards of performance and personal integrity, which includes addressing problems and issues in an open, honest, and timely manner.
 - c. Ensures proper conduct goes beyond practice of avoiding what is wrong and instead focusing on choosing to do what is right.
 - d. Serves as champion for school and district, avoiding actual or perceived behavior personally or among the staff which may cast a negative impression on school, district, or board.
 - e. Creates a professional environment by assuring personal and staff interactions with others in school, community, and board are conducted with utmost respect and professionalism.
 - f. Honors the ideas of others even when in disagreement with those ideas. Works collaboratively to resolve disagreements and seek mutually respectful solutions.
 - g. Actively participates in meetings, workshops and conferences involving decisions affecting district and/or school. Advocates for school needs by providing input to district's decision-making process. Respects, supports, and implements decisions once made, and takes action to ensure staff are equally supportive.
 - h. Demonstrates leadership commitment to and requires all staff members to embrace and support, statutes, laws, school and board policies, collective bargaining agreements, as well as the values of the school and the district.
5. Communications and Information Sharing:
 - a. Develops and implements a process for faculty and staff meetings that allows for timely sharing and dissemination of information as well as meaningful input to and discussion of needs and actions for effective delivery of educational program and operation of school.
 - b. Maintains effective communications with district staff and board to keep them informed of school progress; advocates for school's needs; and assures timely and substantive notification of issues and concerns that could have significant impact on achieving vision and goals.
 - c. Models and promotes trust, enthusiasm, rapport, respect and openness among faculty, staff, students, and members of community. Celebrates successes and recognizes achievements of others.
6. Human Resource Management:
 - a. Fosters self-reflection by each staff member and administrator for which assigned supervisory and evaluation responsibility. Monitors individual performance and provides feedback and coaching to support success and continuous growth. Takes timely action to address performance concerns and deficiencies and provides plans of improvement and necessary support to correct performance concerns.
 - b. Monitors behavior and addresses all incidents or allegations of misconduct through timely and effective investigation and corrective disciplinary action consistent with legal requirements, corporate policy, and provisions of collective bargaining agreement(s).
7. Organizational Structure and Operations:
 - a. Assures school compliance with applicable statutes, federal laws, regulations, contractual provisions, and other governance parameters.



EXTENDED SCHOOL YEAR PROGRAM ADMINISTRATOR (SUMMER ONLY)

- b. Provides safe and healthy environment for students by effectively managing physical security, facilities maintenance, health services, food service operations, and custodian services. Maintains effective student discipline and positive behavior support systems to foster effective learning environment.
 - c. Promotes a positive climate for learning and an atmosphere of caring and respect for all students and members of school community.
 - d. Accounts for all school property and assures property and equipment use and accountability in accordance with school and board policy.
8. Facility and Site Use and Maintenance:
- a. Manages school site and facilities to include building, grounds and equipment needed for instruction and related services. Authorizes facility and site use consistent with board policy.
 - b. Maintains and manages safe operation of facilities and site in accordance with district standards. Assesses and communicates facilities and site needs to appropriate district administrator on a timely basis.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Master's degree in education and educational administration.
2. Valid Washington State (K-12) school administrative credentials.
3. Minimum of five years of successful teaching experience.
4. Demonstrated leadership and supervisory skills.
5. Ability to create a safe, orderly, positive school climate for students and staff.
6. Ability to foster growth, creativity, and flexibility using a variety of techniques.
7. Ability to facilitate resolution of complex interpersonal issues.
8. Demonstrate successful experience in shared decision making, program development, staff supervision and evaluation.
9. Knowledge and skill in fiscal management, staff development, and human relations.
10. Ability to work with Washington State's educational programs and assessments.
11. Knowledge and demonstrative skills in the use of technology for teaching and learning.
12. Managerial skill in planning, organizing, delegating, and listening.
13. Ability to gain and demonstrate knowledge of district and state laws that govern budget procedures and expenditures.
14. Knowledge about laws, rules and regulations governing the operation of public schools, including school reform legislation.
15. Knowledge of innovations in education; alternative instructional strategies, alternative assessment methods; blended instructional support; in-class support for special needs students, instruction based on student performance and decision making, peer tutoring, cooperative learning.
16. Qualified (or be willing to qualify) to operate personal and/or district-owned vehicles to transport students when necessary.



EXTENDED SCHOOL YEAR PROGRAM ADMINISTRATOR (SUMMER ONLY)

17. Ability to serve as a first responder and react in emergency situations to include intervening and, as necessary, consistent with district policy, restraining students.

Part V: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Must lift and/or move 25 to 50 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues.

Frequently required to sit, talk, lift, carry, move about, hear and speak. May be required to perform extensive work at a computer display terminal.

Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Occasionally works in outside weather conditions. Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. May be exposed to blood or other potentially infectious materials during course of duties. Noise level in work environment is usually moderate but can be loud on occasion.