

COVINGTON INDEPENDENT PUBLIC SCHOOL DISTRICT
POSITION VACANCY

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POSITION: School Administrative Manager
SCHOOL/PROGRAM: District-Wide (Assigned Covington Adult High School)
DATE POSTED:
APPLICATION DEADLINE: POSITION WILL BE FILLED AS SOON AS POSSIBLE

QUALIFICATIONS:

- Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law.
- Completed two years of study at an institution of higher education (at least 60 college credit hours); or
- Obtained a Bachelor (or higher) degree; (Preferred)
- Background and experience working with students with learning and emotional/behavioral deficits preferred.
- Demonstrated collaboration with faculty, staff, students and parents.
- Background/knowledge in the design of systems and processes to promote success with at-risk students.
- Ability to work with students with various academic and behavior needs.
- Good human relation skills.
- Good communication skills.

KNOWLEDGE OF:

To perform the job successfully, an individual must demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- Quality Management - Demonstrates accuracy and thoroughness.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions.
- Planning/Organizing - Uses time efficiently.

- Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Works quickly.
- Adaptability - Manages competing demands.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

ABILITY TO:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel.
- The employee frequently is required to reach with hands and arms and talk or hear.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
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JOB GOAL:

The School Administration Manager (SAM) is a classified position geared around a strategy to change the role of the principal from the managerial leader to the instructional leader. In the SAM position, the staff member conducts multiple tasks to assist the school principal to increase the effectiveness and efficiency of the school learning community through oversight of the day-to-day managerial tasks at AHS. As another fundamental job duty, the SAM will be tasked with developing processes, procedures and protocols to positively impact student attendance, school culture and climate, while building upon relationships with students' families and the community at-large.

PERFORMANCE RESPONSIBILITIES:

- Shall determine appropriate action within clearly defined guidelines.
- Shall present a positive image of the school to parents, and convey to them the schools' genuine concern with the education, growth, and development of each student.
- Shall seek to establish friendly and cooperative partnerships between home and school.
- Shall work to develop a positive public relationship between the school district and the community.
- Shall carry out assignments in a timely manner without undue checking.
- Shall react positively to directives.

- Shall have a willingness to cooperate with the superintendent, district administrators, principals, and staff.
- Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
- Shall strive to maintain and improve professional competence.
- Shall take necessary precautions to protect students, equipment, materials, and facilities.
- Shall adhere to School Board of Education Policies and Procedures.
- Manage student behaviors. Communicate daily with teachers and parents in regards to student behavior.
- Composes a wide variety of materials (e.g. quantity reports, student activities, discipline reports, rewards, recognition's, Behavior Management Contracts, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates meetings, processes, discussions, etc. (e.g. school counselor, school nurse, campus supervisor, social worker, outside agencies, etc.) for the purpose of ensuring that district and state mandates are achieved.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Maintains high visibility (e.g. halls, regular classrooms, cafeteria, student activities, etc.) for the purpose of building familiarity and trust with students and staff.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Mediates conflicts (e.g. parent-child, child-child, staff-child, staff-parent, staff-staff, parent-parent, etc.) for the purpose of ensuring a safe and orderly learning environment.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Presents information (e.g. components for approved school wide disciplinary program, classroom management, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Records student discipline entries in the district's student information system for the purpose of maintaining up to date accurate records.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises assigned personnel (e.g. campus supervisor, bus duty supervisors, lunch duty supervisors, morning and after school supervisors, etc.) for the purpose of ensuring that standards are achieved and performance is maximized.
- Supports leadership team for the purpose of providing assistance with administrative functions and supporting the school's mission, goals, philosophy, and vision.
- Performs other related duties as assigned by the supervisor.

RESPONSIBLE TO: Executive Director Human Resources / Operations
Director of Pupil Personnel
CONTRACT: Up to 235 days
SALARY: Based upon degree and experience

APPLICATION PROCEDURE:

Complete the online application process at www.covington.kyschools.us

Please direct questions about the online application process to Aisha Payne

Aisha.Payne@covington.kyschools.us

For information regarding the position, Ken Kippenbrock

at ken.kippenbrock@covington.kyschools.us

This position will be filled as soon as possible. All applications will be evaluated and screened.

An Equal Opportunity Employer

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