

# YKSD JOB DESCRIPTION



<b>JOB TITLE:</b> Site Administrator	
<b>SUPERVISOR:</b> Assistant Superintendent Or District Administrator	<b>CLASSIFICATION:</b> Certified (YKAA)
<b>DAYS/MONTHS:</b> 208 Days	

## **GENERAL RESPONSIBILITIES**

Systemically and collaboratively develop a positive culture to promote student growth and staff development. They articulate and model a clear vision of school's culture that involves students, families, and staff.

## **DUTIES & EXPECTATIONS**

### **Domain 1: Strategic/Cultural Leadership**

- Creates an Organizational Vision, Mission, and Strategic Goals
- Uses Data for Informed Decision Making
- Builds a Collaborative and Empowering Work Environment
- Leads Change Efforts for Continuous Improvement
- Celebrates Accomplishments and Acknowledges Failures

### **Domain 2: Systems Leadership**

- Leverages Human and Financial Resources
- Ensures a High Quality, High Performing Staff
- Complies with Federal, State, and LEA Mandates
- Establishes and Implements Expectations for Students and Staff
- Communicates Effectively and Strategically
- Manages Conflict Constructively
- Ensures School Safety

### **Domain 3: Leadership for Learning**

- Leads School Improvement Initiatives
- Aligns, Curricula, Instruction, and Assessments
- Implements High Quality Instruction
- Sets High Expectations for All Students
- Maximizes Instructional Time
- Maximizes Parent Involvement and Community Engagement
- Shows Professionalism
- Supports Professional Growth
- Uses Knowledge of Social, Cultural, Political, and Economic Context
- Supports Diversity

### **Domain 4: Professional and Community Leadership**

- Maximizes Parent Involvement and Community Engagement
- Shows Professionalism

## **YKSD JOB DESCRIPTION**



- Supports Professional Growth
- Uses Knowledge of Social, Cultural, Political, and Economic Context
- Supports Diversity

### **EQUIPMENT USED**

Computer, printer, copy machine, SmartBoard, video-conference, video projector, personal smart devices (iPad, tablet) and other equipment needed to develop and present an appropriate instructional program. Computer software including word processing, e-mail, Internet access software, Google Docs, and software approved and adopted by the district and/or building such as student grade report programs.

### **INDEPENDENT DECISIONS**

Independent decision-making expected, verifying course of action with district administrator as needed, based on School Board policy, district and/or building rules.

### **PRIMARY WORKING CONTACTS**

Certified and classified staff in the building, building administrators, parents, and students.

### **SUPERVISION RECEIVED AND EXERCISED**

The principal is supervised by the assistant superintendent or district administrator. The principal is responsible for the safety and supervision of all certified and classified staff and students at their site.

### **UNUSUAL WORKING CONDITIONS**

Requires being outside in extremely cold temperatures at times. Some evening and weekend work will be required. Attending village/cultural events encouraged. High volume of work and strict adherence to workload may be stressful; frequent deadline and/or pressure situations. Travel in small aircraft required.

### **EVALUATION**

Written evaluation, annually or more frequently, in accordance with district policy, by the building administrator or other appropriate district administrator.

### **PHYSICAL AND MENTAL DEMANDS**

The physical demands of this position require frequent standing, walking, sitting, speaking, hearing and the ability to withstand extended periods of time (between 3-4 hours) without a break. Specific visual abilities are also required. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50lbs and to safely restrain out of control students who present a danger to self or others. The employee must be able to understand vague and implicit instructions, be able to readily recall facts and details, handle conflict, and make effective decisions under pressure.

### **QUALIFICATIONS**

Master's degree or higher  
Valid Alaska teaching certificate  
Valid Alaska administrator certificate