

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Administrator, Palomar Program	REPORTS TO:	Executive Director, Student Services
DEPARTMENT:	OCILE	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	030
REVISED:	December 9, 2008		

BASIC FUNCTION:

Provide site administrative leadership and program direction for the Off-Campus Integrated Learning Experiences (OCILE) program, located at Camp Palomar, including all supporting activities and evaluation of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Function

Give leadership to assigned district staff to carry out an effective off-campus integrated learning experience program through race/human relations activities instructional programs, conferences, meetings, bulletins, interpretation of instructional plans and visits to the various instructional areas within and near the OCILE facility. **E**

Give leadership to activities of the OCILE facility, including the direction of instructional methods, use of equipment, and control of curricular standards. **E**

Actively supports the district integration program and encourages support of staff and community; provides leadership in the development and implementation of integration programs as appropriate to the OCILE program effort. **E**

Coordinate the physical and logistical requirements of the OCILE facility with district staff and appropriate state park and San Diego County Office of Education officials; assume responsibility for facilities during time of program use and maintain accountability for district equipment and supplies. **E**

Develop, with input from staff, plans for the safety, supervision, discipline, and conduct of pupils; support and maintain district discipline policy. **E**

Supervise and evaluate the performance of all assigned personnel, provide counseling and assistance as indicated, recommend appropriate action in cases of substandard performance, and identify and encourage individuals with leadership potential. **E**

Participate, as required, in pupil counseling and discipline. **E**

Coordinate the activities of the program with other agencies such as the California Department of Parks and Recreation and San Diego County Office of Education staff. **E**

Maintain and monitor all assigned district and special fund budgets. **E**

Plan for the effective use of staff, curriculum materials, instructional supplies, equipment, building facilities, and center grounds. **E**

Direct the preparation and maintenance of detailed records of program functions and activities. **E**

Train and evaluate the performance of assigned staff; provide for continuing staff training programs; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

Communicate with other administrators, personnel, parents and others to coordinate activities and programs, resolve issues and conflicts and exchange information; recommend policies and procedures to encourage effective and efficient management controls. **E**

Operate a computer and assigned software programs; operate other office equipment as assigned. **E**

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to master's degree in education or related field and five years of experience in a public school setting.

LICENSES AND OTHER REQUIREMENTS:

Administrative Services Credential.

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State-of-the-art theories, techniques, and methodologies of instruction in an off-campus environment.

Principles and techniques of budget preparation and control.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software

ABILITY TO:

Provide leadership and direction to an off-campus program with the major emphasis on race/human relations.

Analyze problems, make decisions, and be responsible for those decisions.

Communicate effectively, both orally and in writing, with staff and community in a multiethnic educational environment.

Train and evaluate the performance of assigned staff.

Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and time lines.

Plan and organize work.

Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

Program is designed for outdoor working environment, frequently requiring exposure to varied weather conditions. Substitute teacher services are not always readily available, requiring occasional work overloads for total staff. Close teamwork is required for all staff concerning pupil behavior, and all staff members must assume surrogate parent role at times. Work a flexible schedule to meet the needs of the camp program.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

Revised 12.09.08

Revised 3.31.04—PeopleSoft

Job Code 1553

PF