

**JEFFERSON COUNTY SCHOOLS**  
**Job Description**

**POSITION:** Extended School Year Site Administrator for 16-17 school year

**IMMEDIATE SUPERVISOR:** Director of pupil Services

**FLSA STATUS:** Exempt

**EMPLOYMENT** A total of 40 hours total are allotted from March 1st to June 30th 2017 (per extra duty contract with work to be performed outside of regular school hours for current school employees)50 hours are allotted from July 1st to July 31st 2017 - per summer school appointment. The program for students will run Monday through Thursday July 10, 2017 through July 27, 2017 from 8:00 a.m. to 12:00 p.m.

**SALARY:** Pursuant to WV Code §18A-4-2, and §18 A-4-3

**EVALUATION:** Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

**PERFORMANCE RESPONSIBILITIES:**

- Assists with organizational tasks in preparation for ESY, including letters to parents, assigning students to classrooms, assigning staff to classrooms
- Attends meeting with representatives from the Department of Transportation
- Presents expectations to site staff (licensed & classified) at the end of May meeting.
- Develops organizational process for assigned site, including staff & student demographics, staff assignments and student placements
- Assists with ordering supplies for assigned site
- Assists with purchasing supplies for assigned site
- Sets agenda for and leads staff planning on June Plan day
- Distributes supplies & materials to appropriate classrooms
- Convenes staff meetings
- Maintains professional work environment throughout ESY
- Provides phone coverage at assigned site
- Addresses staff interpersonal concerns
- Addresses classroom behavior concerns
- Contacts appropriate resource staff when necessary
- Negotiates meal schedules & procedures with Food Services Staff
- Responds to transportation needs throughout ESY
- Oversees accuracy on staff time sheets
- Requests substitutes for licensed & classified staff

- Assists with classroom coverage when substitutes are not available
- Collects data & contributes information pertinent to the End-of-Year Report (including Medicaid)
- Reports to site ½ hour prior to staff/student arrival, and leaves ½ hour after students depart or when all children have left.

**Requirements:**

- Professional Administrative Certificate by July 1, 2017
- Experience with special education students preferred
- The ability to work hours prior to/after ESY as specified below regarding salary
- Experience managing staff (preferred)
- Professional Teaching Certification K-12, Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

The physical demands described 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 the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities

required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess, supervision of outdoor activities and athletics, and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums, outdoor athletic fields, as well as vocational/technical laboratories where noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*