

**Lake George Charter School**  
**JOB DESCRIPTION**

**Title: ADMINISTRATOR**

Reports To: Charter School Board of Directors

Supervises: Teachers

Secretary

Bookkeeper

Custodian

Para-professionals

Kitchen Manager and Assistant

Job Goal: To use leadership, supervisory, and administrative skills to promote educational development of each child.

**Performance Responsibilities:**

**LEADERSHIP**

**1. ESTABLISHES THE INSTRUCTIONAL PROGRAM AS A PRIORITY**

Develops an instructional delivery system, which reflects school goals and mission.

Holds high performance expectations for those with whom he/she works.

Communicates expectations clearly.

**2. ENSURES IMPLEMENTATION OF CURRICULUM**

Monitors instructional progress via frequent observations and conferences with staff.

Maintains a program of research-based curricular activities consistent with student/community needs.

Provides opportunities for professional growth and development.

**SCHOOL CLIMATE**

**3. ESTABLISHES AND MAINTAINS A CLIMATE CONDUCIVE TO STUDENT ACADEMIC AND SOCIAL PROGRESS**

Clearly communicates school goals.

Ensures that school rules are clearly communicated and firmly enforced.

Personally recognizes student and staff accomplishments.

Ensures a safe working/learning environment.

#### 4. DISPLAYS POSITIVE RELATIONS WITH STUDENTS, STAFF AND PARENTS

- Uses conflict management skills as appropriate.
- Uses problem-solving skills as appropriate.
- Models appropriate professional behavior.
- Treats people with dignity and respect.
- Takes an individual interest in staff and students.
- Is available for conferences with the various publics.
- Takes a proactive role to achieve school goals.

### **RESOURCE ALLOCATION/MANAGEMENT**

#### 5. MANAGES AND APPROPRIATELY ASSIGNS RESOURCES

- In cooperation with staff, prioritizes needs.
- Assigns appropriate resources to the priorities.
- Develops budget.
- Articulates staffing needs to staff and board of directors.
- Utilizes support personnel.
- Utilizes assessment results for school improvement.
- Maintains appropriate school, student, and staff files and records.
- Oversees the physical plant.
- Make recommendations to directors for physical plant maintenance.
- Acts as liaison with District RE-2 Superintendent.

### **PROFESSIONAL/PERSONAL GROWTH**

#### 6. MODELS A BELIEF AND COMMITMENT TO PROFESSIONAL AND PERSONAL GROWTH

- Participates in individual growth plan.
- Facilitates staff development.
- Supports professional growth opportunities for individual staff members.
- Demonstrates a professional attitude.

### **PROFESSIONAL RESPONSIBILITIES**

#### 7. FOLLOWS ADMINISTRATIVE PROCEDURES, RULES, AND REGULATIONS

- Provides leadership in areas of school priority.
- Accepts and fulfills assigned responsibilities.
- Follows Board of Education policies.
- Maintains goals, policies, and directions consistent with school goals and policies.