



Job Title: **Elementary Supports Administrator**
 Department: **School Performance**
 Supervisor: **Director of Elementary Principals**
 Lane Placement: **Administrative Lane 4**
 Schedule: **8 hrs/242 days** Evaluation Group: **CLASS-D**
 FLSA Classification: **Exempt**

JOB DESCRIPTION

The Elementary Supports Administrator (ESA) is responsible to provide additional supports to elementary principals in all capacities of their jobs under the supervision of the Directors of Elementary Principals. The ESA will fulfill needed administrator responsibilities, at multiple locations, based on principal absence and/or day-to-day school needs.

ESSENTIAL FUNCTIONS

- Establishes and promotes a culture of excellence, innovation, and positive change.
- Is familiar with Professional Learning Communities and Multi-Tiered System of Supports (MTSS) practices.
- Supports the school's principal:
 - Staying current with evidence-based developments in curriculum and instruction;
 - Implementing, in coordination with staff, effective Response-to-Intervention (RtI) strategies to address student academic and behavioral weaknesses to determine students' needs;
 - Supervising and evaluating teachers and staff to ensure effective instruction and implementation of Utah High School Core and Common Core State standards;
 - Working effectively with District personnel to implement District, State and Federal programs and initiatives.
 - Implementing the District's student assessment and progress monitoring system with fidelity.
 - Establishing and accomplishing short- and long-term student achievement goals for the school as a whole.
- Supports the school's principal in providing effective professional development to faculty and staff.
- Cultivates a positive, collaborative environment of excitement, energy, enthusiasm, and hope for students, parents, and staff.
- Embraces and provides for meaningful parent involvement at the school by adhering to all laws and District directives regarding the School Community Council, establishing positive relationships with the school PTA, and meeting with parents individually or collectively as needed to address concerns.
- Is visible and accessible to students, staff, parents, and community members.
- Manages the development, implementation, and evaluation of programs to maintain appropriate student behavior and discipline.
- Provides annual training, when needed, to all faculty and staff regarding state law and District policy in all related areas, including hazing and bullying.

- Manages budgets and allocates resources, when needed, to provide fiscal accountability for all aspects of the school's operation including reaching school goals.
- Provides appropriate support, encouragement, and guidance to educational support staff such as administrative assistants, cafeteria workers, custodial staff, and instructional assistants.
- Works closely with the District's Office of Public Communications, when needed, to promote student and faculty achievements and respond to media requests as needed.
- Establishes and enforces an environment where all students, parents, and employees are welcomed and free from discrimination on the basis of age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, sexual orientation, or veteran status.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Master's degree from an accredited college or university.
- Valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administrative/Supervisory".
- Minimum of three (3) years of principal experience.
- Advanced written and verbal communication and computer skills.
- Outstanding organizational skills and initiative as well as a professional, courteous demeanor.
- Commitment to the Board's mission of ensuring college- and career-readiness for all students.
- Knowledge of Special Education services and 504 accommodations.
- Outstanding interpersonal skills, impeccable integrity, the ability to work effectively with a variety of stakeholders and patrons, ability to work in a team environment, and unrelenting focus on customer service.
- Ability to work closely and collaboratively with administrative teams.
- Is flexible, has the ability to work in a fast-paced environment, and is skilled at directing tasks and assignments.

<p>NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.</p>

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019