

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of February 11, 2025

ITEM: **JOB DESCRIPTION: SUBSTITUTE ADMINISTRATOR
(PRINCIPAL)**

PREPARED BY: **MARINA GONZALEZ, CHIEF HUMAN RESOURCES OFFICER**

TYPE OF ITEM: **CONSENT**

PURPOSE:

The purpose of this item is for the Board of Trustees to approve the Substitute Administrator (Principal).

BACKGROUND INFORMATION:

As the District continues to advance its goals, job classifications are evaluated. In some cases, a new classification is recommended in order to help meet the District's goals and the needs of the students. The Substitute Administrator (Principal) classification encompasses the duties necessitated by the Albany Unified School District.

DETAILS:

The job description is attached.

STRATEGIC GOALS ADDRESSED:



Objective #3: Communicate and Lead Together. **Goal:** All stakeholders will collaborate and communicate about decisions that guide the sites and district.

RECOMMENDATION: APPROVE THE JOB DESCRIPTION FOR SUBSTITUTE ADMINISTRATOR (PRINCIPAL)

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ALBANY UNIFIED SCHOOLS JOB DESCRIPTION SUBSTITUTE ADMINISTRATOR (PRINCIPAL)

SALARY SCHEDULE: Substitute, \$400.00 per day

POSITION DESCRIPTION: Under the direct supervision of the Superintendent or Designee, the Substitute Administrator is responsible for the overall operational and instructional leadership of a school. The Substitute Administrator will fill in for a short-term replacement of administration. The duties and responsibilities are primarily in the areas of, but not limited to, Principal for elementary level TK-6th or secondary level, 6-12th, Vice Principal, and/or other administrative position.

REPRESENTATIVE DUTIES: E = Essential Duties The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Manage day-to-day activities at a school site or district office; E
2. Ability to work effectively with personnel; E
3. Work effectively in a diverse learning community; E
4. Follow any specific directions stipulated by the site or department administrator/supervisor; E
5. Ensure a safe and productive environment for students and staff; E
6. Legally address student, staff, and/or parent concerns/issues as they arise; E
7. Monitor students' unstructured time during recess, lunch, passing periods, and after school for safety and to ensure there is adequate adult supervision available; E
8. Administer record keeping, if needed; E
9. Supervise teachers, counselors, librarians, and other support staff; E
10. Build and maintain a positive rapport with all school site/District stakeholders;
11. Attend IEP, SST, 504 Plan meetings; E
12. Explain or answer procedural questions; E
13. Visit classrooms; E
14. Follow School rules and regulations; E
15. Meet with other administrators, parents, and community organizations, as needed; E
16. Leave a written account of the major issues encountered during the day for the site administrator; E
17. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school site; E
18. Other duties as assigned. E

ABILITY TO:

1. Establish effective relationships with a wide range of people
2. Give direction and exercise tact, diplomacy, empathy, and firmness in sometimes emotional situations.
3. Ability to solve practical problems and deal with a variety of concrete variables in situations.
4. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
5. Must be literate in email, Microsoft Word, and Microsoft Excel and must be able to navigate the Internet.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl; must occasionally lift and/or move up to 15 pounds; specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus

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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

QUALIFICATIONS/REQUIREMENTS:

1. Current valid California Administrative credential
2. Current valid California teaching credential
3. Valid California driver's license