

## **BUILDING ADMINISTRATOR**

### **Qualification:**

New York State Education Department School Administrator/Supervisor (SAS) or School Building Leader (SBL) certification

**Reports to:** Building Principal(s)

**Supervises:** Students and Staff

### **Essential Job Function:**

The Building Administrator's primary job responsibility is the supervision, discipline, and monitoring of students. In the absence of the Building Principal, the Building Administrator shall assume the duties and responsibilities of the Building Principal. The Building Administrator will work cooperatively with the Superintendent of Schools and administrative team, support district-wide goals and initiatives.

### **Performance Responsibilities:**

1. Adheres to and enforces board policy, school guidelines, administrative directives, collective bargaining agreements, and district standards.
2. Enforces guidelines to maintain proper discipline and conduct.
3. Assists in the development and administration of policies dealing with discipline, conduct, and attendance.
4. Communicates relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents.
5. Works with and assists faculty in the development of effective classroom discipline and organization.
6. Maintains an effective and safe school environment.
7. Assists Building Principal with fire, bus and safety drills on a regular basis and is able to implement emergency evacuations and lock-downs effectively.
8. Assists in curriculum development to meet the needs of all students, including participation in team and committee meetings.
9. Prepares required reports and paperwork such as discipline reports, attendance reports, parent communications, and other paperwork as assigned.
10. Works with the Building Principal in the preparation of appropriate handbooks.
11. Assists in the selection and mentoring of staff.
12. Supervises and evaluates certified and paraprofessional staff as assigned.
13. Supervises support services as assigned.
14. Works as a team member to meet the system-wide needs of the district.
15. Assists in planning and supervision of special events, including the opening and closing of

school.

16. Assists in the care and management of the building and grounds, furniture, equipment, apparatus, books, and supplies.

17. Notifies the Building Principal when maintenance is needed.

18. Assists with other duties of the Building Principal.

**Terms of Employment:** 12 month position

**Evaluation:** Performance is evaluated by the Superintendent of Schools

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.