

## **ADMINISTRATIVE DESIGNEE**

### **JOB RESPONSIBILITIES**

1. Assuming the responsibilities of the Principal/Assistant Principal only in their absence.
2. This includes but is not limited to attending scheduled meetings, IEPs, SSTs, tending to student discipline referrals, communicating with parents, and sustaining daytime school activities for students only, when no administrator is on campus.
3. Proactively communicates and consults with the Principal and/or District personnel to troubleshoot and manage situations, when no administrator is on campus.
4. Sustain site management and proactive communication with students, counselors, and community stakeholders when no administrator is on campus.
5. Sustain campus security, supervision, and discipline, when no administrator is on campus.
6. Administrative Designee will be given priority to fill the Saturday school administrator position.
7. On days when there is no substitute teacher available to cover the Administrative Designee's class, the Designee's students will be dispersed to other classroom teachers for the day. ~~may will not be required to fulfill both duties as teacher and designee, and they will be compensated at 50% of the rate per student for a teacher as a substitute as defined in Article 21. If they choose to fulfill the duties as designee only, their class will be distributed to other teachers.~~
8. Training will be provided to equip individuals with the necessary knowledge and skills to effectively carry out the responsibilities of the administrator role.
9. ~~The stipend for Administrative Designee is based on a limited amount of days per semester/trimester. The amount of days a Designee can use is 4 days a trimester/6 days a semester. All additional days during either the trimester/semester will be paid at a daily stipend rate.~~

## ENGLISH LEARNER COORDINATOR

### JOB RESPONSIBILITIES

1. The English Learner Coordinator is the site English Learner Advisory Committee (ELAC) coordinator, who oversees the site ELAC committee composed of parents, staff, and community members, specifically designated to advise school officials on English Learner program services, update EL parents on school data and performance impacting their students.
2. Collaborate and work with staff, administration, and district to oversee EL reclassification. Communicate with ELL families, prepare paperwork, and run reports as needed.
3. Facilitate a minimum of four site ELAC meetings.
4. Oversees the election of the ELAC team.
5. Attend EL Coordinator meetings, DELAC meetings, District Language Celebration, and training as offered.
6. Actively participates with the site and District personnel in the deliberations and classification of EL students and leads in the planning, coordinating, developing, monitoring, and evaluating the effectiveness of the EL program at the site.
7. Coordinate the administration of the ELPAC assessment with the site testing coordinator. Testing materials and student SSID numbers will be provided by the District.
8. Communicate schedules to staff and add them to the master calendar.
9. Assist the EL team ~~in creating a classroom environment and~~ by providing strategies that are conducive to learning and appropriate to the maturity and interests of EL students.
10. Maintains effective and efficient record-keeping procedures and provides appropriate documentation ~~support~~ to the site administrator to assist with federal program monitoring (FPM).
11. Training will be provided from Student Services Department to equip individuals with the necessary knowledge and skills to effectively carry out the responsibilities of the English Learner Coordinator role.

## **SCHOOL SITE COORDINATOR**


### **JOB RESPONSIBILITIES**

1. Facilitate a minimum of seven School Site Council (SSC) meetings. Follow the bylaws, create agendas, and schedule and communicate meetings.
2. Attend the District Parent Advisory Committee (DPAC). Communicate with the SSC team any concerns or needs from the DPAC.
3. Work with site administration and staff to develop School Plan for Student Achievement (SPSA). ~~and oversee categorical budgets (Title I, LCAP, LCFF, CSI).~~
4. Communicate with staff regarding upcoming school events that require the site budget to cover the cost.
5. Meet regularly with school administration to discuss school matters, ~~and~~ programs, and ~~plan~~ upcoming events. ~~to engage with parents, students, and teachers.~~
6. Along with the SSC, oversee and review the spending of the site budget, Title I, LCAP, LCFF, budgets.
7. Oversees the election of the SSC team.
8. Maintains ~~records of meetings and minutes.~~ effective and efficient record-keeping procedures and provides support to the site administrator with federal program monitoring (FPM) as it relates to school site council.
9. ~~Plans activities that are both academic and non-academic in nature. These can include graduation/promotions, lessons, projects, trips, and tests to be completed by students throughout each school year.~~

## GRADE LEVEL/DEPARTMENT CHAIR

### JOB RESPONSIBILITIES

1. Works closely and cooperatively with the site principal and other school staff members to facilitate site Professional Learning Communities (PLCs), data-driven goal setting, interventions, and program implementation to collectively team problem-solve and promote the site's vision and mission.
2. Meet regularly with the committee and administration to discuss school matters. Review and assist in the spending of the site budget, Title I, LCAP, and LCFF budgets. Make recommendations according to grade level/department needs and provide valuable input and feedback for the benefit of all students.
3. Collaborate with the Instructional coach and Principal to develop and provide PLC's with discussion focused on student data to drive instruction and ~~develop criteria~~ collaborate with teachers to target students with the highest needs for tutoring.
4. Maintains notes and data for the successful operation of the team.
5. Assists with the communication of site building and district policies, decisions, and related announcements to team members.
6. Assist grade level/department in using instructional programs and the implementation of formative and summative assessments (e.g. Illuminate Ed, BCAs, iReady, etc.) or other data management system to gather data on curricular assessments for PLC's.
7. Serve as the representative of the grade level/department on the site building leadership team and attends site leadership meetings.
8. The Department Chair ~~at secondary level~~ is responsible for supporting inventory of ancillary ~~curricular~~ curriculum and classroom supplies ~~and inventory~~ within the team and communicating their needs with office staff.

  
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Randy Robinson  
BTA

  
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Johnny Baker  
Banning USD

6/6/2023  
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