

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Site Science Administrator	REPORTS TO:	Site Principal
DEPARTMENT:	Institute for Learning	CLASSIFICATION:	Management
FLSA:	Exempt	SALARY:	Site Administrator Salary Schedule
ISSUED:	August 29, 2003		

BASIC FUNCTION:

Serve as instructional supervisor at an assigned secondary site in the curriculum area of science. This position shows on a central cost center but reports directly to the site principal.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Lead and supervise instruction in science at assigned secondary site. **E**

Support and coach teachers to improve instructional practices and monitor the achievement of students within the curriculum area. **E**

Lead and organize curriculum department, and implement a quality professional development program. **E**

Work in classrooms on a daily basis to observe teachers, conduct demonstration model lessons, co-teach, and coach. **E**

Meet and plan with teachers on an ongoing basis. **E**

Evaluate teachers within curriculum area in concert with the site principal. **E**

Participate in ongoing professional development activities. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination equivalent to three years of successful secondary classroom science teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid teaching credential and Administrative Services Credential or willingness to concurrently earn this credential through participation in an administrative internship credential program while in the assignment. Supplemental authorization in science or single subject science authorization is highly desired.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective, research-based strategies, theories, techniques, and methods of instruction in subject area.

Curriculum development and training.

ABILITY TO:

Coach others to improve instructional practice and district learning.

Make presentations and deliver professional development in subject area.

Communicate effectively both orally and in writing.

Work independently with little direction.

Plan, organize, and manage work.

Evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and make presentations; seeing to read, and write reports; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.