

Mt. Diablo Unified School District

Job Title: Administrator, Middle College

Job Summary:

The Administrator is responsible for the administration, supervision and implementation of instructional programs and support services for students attending the Middle College high school. Supervises staff, develops student/staff schedules and coordinates programs/activities. The administrator serves as a liaison between the district, the community college and middle college high school.

Essential Duties:

1. Screens, interviews and recommends for employment individuals that meet the job posting requirements and instructional/support needs of students attending Middle College.
2. Coordinates with the Community College district to facilitate program goals and student achievement.
3. Responsible for budget development, fiscal management and budget implementation in accordance with board policy and administrative guidelines.
4. Works with staff to develop, maintain and implement an ongoing public relations and student recruitment program.
5. Facilitates program planning and curriculum development with district staff by subject area that meet individual student needs, state department of education student assessment/measurement.
6. Develops, coordinates and implements an ongoing school improvement planning.
7. Administers and directs all Middle College programs, support activities and use of facilities.
8. Participates in required administrative and staff activities within the district and at Middle College.
9. Facilitates all monitoring and evaluation of program components to assure program quality, equal access, student achievement and adherence to board policy and administrative guidelines.
10. Maintains effective communication with constituent school district representatives, students, parents/guardians, and staff.
11. Supervises staff, conducts staff meetings and ensures that teacher lesson plans, grade books, attendance records are maintained and that information is accessible electronically as appropriate.
12. Develops effective schedules that provide students learning opportunities to meet their individual needs, college placement and community service experiences.
13. Responsible for the development and expansion of dual high school/college enrollment opportunities for Middle College High School students with the Community College district.
14. Develops, implements and manages creative and cost effective learning opportunities for students and staff, such as online courses, staff development and distance learning.
15. Ensures that teachers and staff participate in staff development activities that improve teaching and student achievement.
16. Assists in seeking external funding to support additional program components (staff, equipment, technology).
17. Assists in developing school year budgets for Middle College High School.
18. Participates in grantee development/progress sessions during the planning year.
19. Ability to use computer to process and access information.

Other Duties:

1. Represents the district and Middle College in the promotion and duplication of the middle college concept at the local, state, and national levels.
2. Participates with students and staff in extracurricular activities.
3. Serves in special administrative assignments as designated by the Assistant Superintendent, High Schools and the Superintendent.
4. Performs other related duties as assigned.

Qualifications:

Education: Administrative credential in educational administration required.

Experience: Three years of administrative experience desired. Five years of successful teaching experience with academically and/or socially at-risk high school students required (i.e., students at risk of dropping out, performing significantly below ability level and/or have difficulty adjusting to a traditional school setting); experience in an urban setting preferred. Working knowledge of dual enrollment legislation and guidelines preferred.

Physical Abilities:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Salary Schedule: DMA Range 17

Approved by the Board: