



CEDAR VALLEY
CATHOLIC SCHOOLS

JOB DESCRIPTION

POSITION NAME: BUILDING ADMINISTRATOR

CLASSIFICATION: EXEMPT, CERTIFIED

REPORTS TO:

CHIEF ADMINISTRATOR

BOARD OF EDUCATION

EFFECTIVE DATE: 07/01/2020

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

1. Roman Catholic, practicing and in good standing with the Church
2. Supports and fosters Christian uniqueness of system
3. Uses gospel values as the basis for decision-making
4. State of Iowa Professional Administrator License with Evaluator Endorsement, or able to attain before contract start date
5. Working knowledge of school organization, governance and operation as well as an understanding of the principles of adult learning/staff development
6. Successful administrative experience in a Catholic School preferred
7. Must be able to prioritize workload to meet demands.
8. Requires excellent good communication skills (both verbal and written)
9. Requires organizational skills with ability to meet deadlines.
10. High level of accuracy and attention to detail
11. Requires the ability to maintain confidentiality.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed 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. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

ADMINISTRATIVE LEADER

- Serves as Building Leader within the assigned school site(s)
- Serves on Strategic Planning at the System level
- Works with administrative team on the best curriculum and curriculum development based on “Best Practices” for all students, including the CVCS implementation to 1:1 technology and preparing students to be “21st Century Learners”
- Develops and directs all scheduling components of the school
- Responsible for all staff evaluations and supervision
- Responsible for all student discipline and supervision
- Responsible for:
 - Building budgeting and purchasing

- o Buildings and grounds
- Communicates and interacts directly with the Chief Administration on pertinent matters

DEVELOPMENT LEADER

- Provides leadership in the promotion and marketing of the school in the parishes and larger community
- Responsible to prepare and achieve development and student recruitment/retention goals
- Serves as building liaison to the media regarding the school
- Initiates business partnerships
- Actively involved in the greater Cedar Valley community
- Works with the Advancement Office for the cultivation of donors and planned giving

CVCS SYSTEM LEADER

- Works with Cedar Valley Catholic School's Finance Committee, Board of Education, and the Chief Administrator to develop and maintain a solvent budget for the school
- Works with the administrative team as a member of a cohesive team that is working for the best of the Cedar Valley Catholic School's system
- Coordinates with the administrative team to develop professional development activities for the system, grades K-12, that will benefit all students
- Assists the administrative team in evaluation of instructional programs

STAFF LEADER

- Provides leadership in staff hiring and recommends candidates to the Board for employment
- Involves staff and stakeholders in adequately assessing the educational needs of the building
- Provides leadership as needed to staff to ensure the proper program is in place

PERSONAL PROFESSIONAL DEVELOPMENT

- Is committed to ongoing personal and professional growth
- Participates in periodic evaluation conducted by the Chief Administrator
- Develops professional growth plan flowing from the evaluation
- Engages in periodic review of professional growth
- Attends workshops and conferences

SUPERVISES:

TEACHERS

NON-CERTIFIED SUPPORT STAFF

MAINTENANCE

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that 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.