



Approves purchases on school equipment, supplies, materials and staffing for cluster teams, including

approves work orders and maintenance needs for classrooms.

Responds to parent issues and concerns regarding their child, complaints regarding staff, and other Program

- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.

Maintain current knowledge of legal requirements and changes to laws.

Demonstrate cross-cultural sensitivity and respect

Operate a variety of audio-visual, office and instructional equipment.

EDUCATION AND EXPERIENCE