Administration

Facility requirements for site, staff, and student administrative functions.

The School Administration Office plays a pivotal role in shaping the school's identity. It creates a safe and welcoming environment, fostering a sense of belonging among students, staff, and parents.
The office provides leadership, sets the academic and ethical tone of the school, and ensures that policies are implemented effectively. It also builds a strong community by promoting open communication, encouraging parental involvement, and organizing events that bring people together. Moreover, the office oversees daily operations, manages resources, and ensures the smooth functioning of the school.
This holistic approach contributes to a positive and productive learning environment.

General Needs
» Waiting area for parents / visitors that can accommodate at least 10 people.
» Principal's office view to public spaces, particularly the Multipurpose.
» Principal's office should have secondary exit / back door away from the front entrance.
» Principal's office located away from entrance for privacy concerns.
» View to amphitheater and student gathering areas is desirable.
» Administrative staff should have direct line of sight to student waiting area. Counter tops are often too tall for staff to see students.
» Student waiting area should be separate from visitor transaction locations.

» Area for in-house suspensions and classroom breaks with desks.
» Staff Room with refrigerator, stove, and microwave oven.
» Outdoor dining area for staff.
» Require lactation room for staff.
» Sit / stand clerical desks.
» Access to confidential storage, conference space, workroom / copy space without conflict for after-hours closures and parent volunteers overhearing discussions.
» Ensure adequate storage space for confidential student files (CUM's).
» Lost and found closet / area.

Site Considerations
» Route visitors to single point of entry during non-arrival / dismissal times.
» District elementary schools sites bus stops should provide shelter for waiting middle and high school students that is supervisable without interfering with elementary school operation.
» There is no need for a separate Kindergarten drop-off / pick-up area. However, consider to separate them within the drop area to prevent impacting higher grades.

Technology
» Large screen monitor to post / show school events calendar, power point presentations, notices, etc.
» Centralized security / camera system.

Agua Caliente Elementary School - Tanque Verde, AZ

Administration

General Office Area

Activities:

This space serves at the reception and waiting area for all visitors to check in, as well as workstations for staff.

Number of Occupants:

3 Staff
6–8 Visitors seating area
3–4 Students seating area

Unique Considerations

- Direct outside access for visitors. Located in close proximity to Visitor Parking. Visually prominent as primary entry point to campus with good visual surveillance of visitor arrival.
- Computer workstation at Visitor Reception / Waiting
- Welcoming atmosphere in Entry and Visitor Reception
- Electronic message board for school events

Staff Lounge

Activities:

Area for staff to meet, dine, and take breaks

Number of Occupants: varies

Unique Considerations

- Chairs, tables, comfortable seating, refrigerator, dishwasher, microwave, and vending machines
- connection to outdoor area
- daylighting

Conference Room

Activities:

Small and large group meetings for informal and formal student and staff uses

Number of Occupants: 12

Unique Considerations

- Conference tables and chairs that can accommodate flexible seating arrangements
- carpeting
- transparency, door with window and sidelight
- technology for presentations

Offices

Activities:

Office space to perform administrative activities and small formal and informal conferences with staff, students, parents, and community members

Number of Occupants: 1-3

Unique Considerations

- Administrative office workstation, bookcases, chairs, and conference table.
- carpeting
- window with covering, door with window or sidelight

Work Room

Activities:

Work area for staff including space for office supply storage, printing, copying, and mail distribution
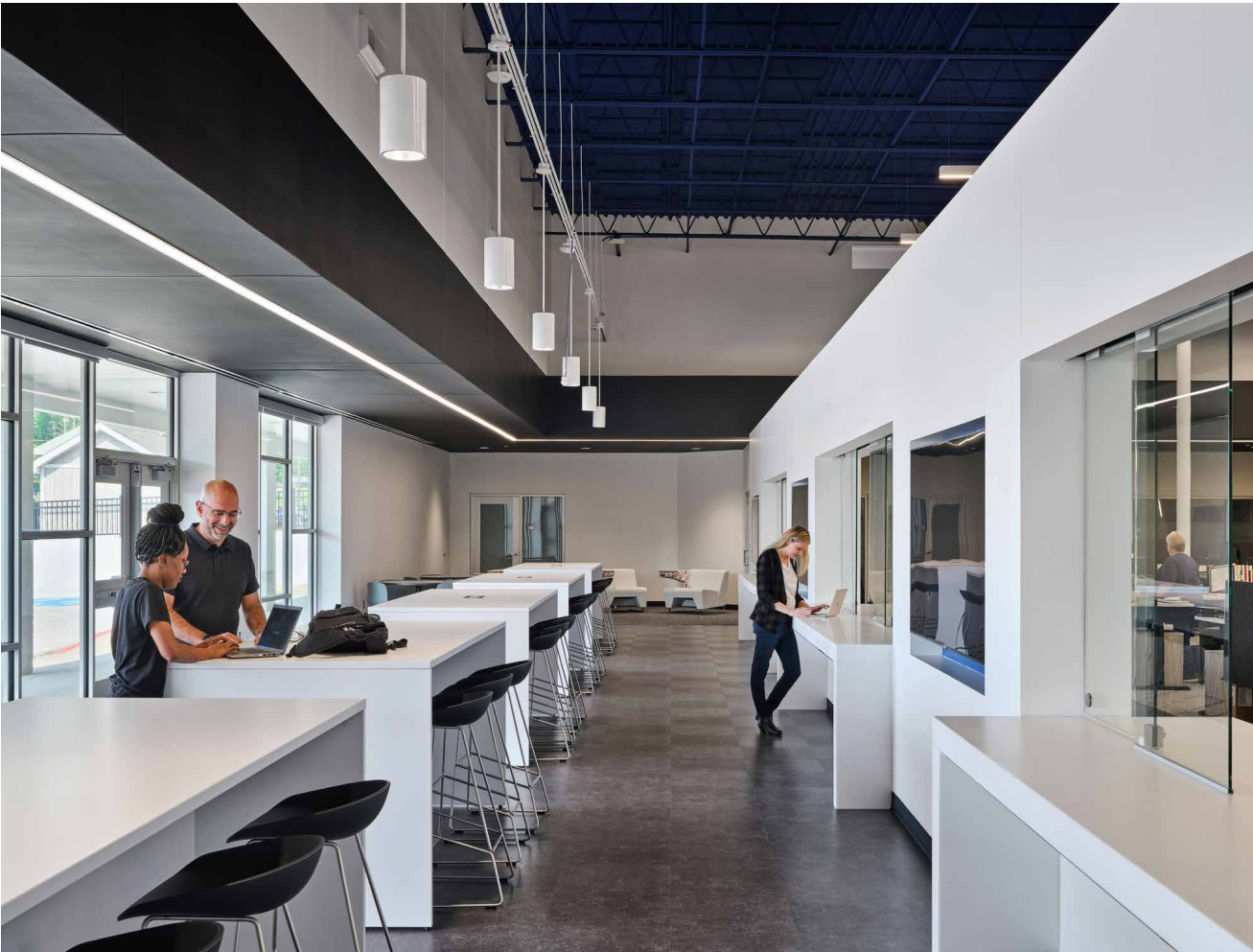
Number of Occupants: varies

Unique Considerations

- Countertop work surface, adjustable shelving, hinged doors, drawers, and countertop sink. Locks for doors and drawers.
- Work tables and miscellaneous office equipment to include printers, scanners, and copy machines

Dover Hill Elementary School - Joplin, MO
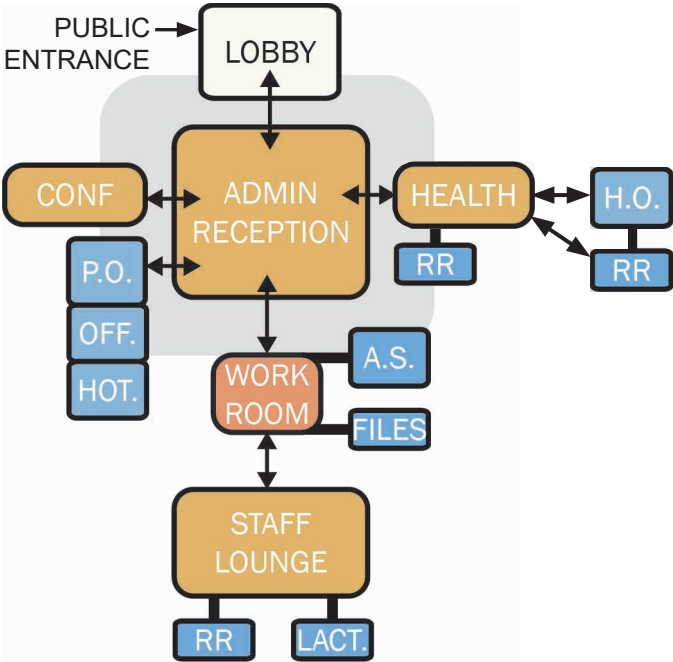
Space Relationships Diagram

Prospect Plaza - Kansas City, KS