

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Administrator, Leadership Development	REPORTS TO:	Associate Superintendent School Support Services
DEPARTMENT:	School Support Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-29/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students; plan, organize and direct a comprehensive leadership and professional development program for district administrators and aspiring administrators; develop and coordinate the training of principals and teachers on how to create the most effective learning environment for each student based on their unique learning needs to assist all students to stay in school on target to graduate; communicate with district leaders in a timely manner to provide constructive feedback to improve their effectiveness as they develop new leadership skills.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). 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.)

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students; effectively implement, continue or expand practices proven to raise student achievement and eliminate practices that do not. *E*

Plan, organize and direct a comprehensive leadership and professional development program for district administrators and aspiring administrators. *E*

Build capacity among teachers and administrators using the four-tiered approach: recruit, prepare, sustain, and challenge all leaders to achieve higher levels of individual performance and effectiveness in leading others to perform courageously and ethically to accomplish stated goals. *E*

Work collaboratively with institutions of higher education to create effective leadership development programs for District administrators. *E*

Develop and coordinate the training of principals and teachers on how to create the most effective learning environment for each student based on their unique learning needs to assist all students to stay in school on target to graduate. *E*

Effectively communicate with district leaders to provide constructive feedback to improve their effectiveness as they develop new leadership skills; resolve issues and conflicts and recommend an effective course of action. *E*

Work collaboratively with Superintendent and Associate Superintendents to strategically define the menu of leadership and professional development services and the quality standards for those services. *E*

Ensure that all internal instructional services are aligned with the District's instructional plans, geared towards site needs, and aimed at driving student achievement. *E*

Work with managers to refine the service offerings and quality standards within the different departments to provide timely delivery of high quality services. *E*

Ensure that managers collaborate to appropriately share knowledge and expertise and ensure that service offerings are well-aligned to accomplish stated goals. *E*

Responsible for customer satisfaction, quality, and efficacy of internally provided instructional services; monitor satisfaction with and efficacy of professional development service plans and revise offerings/staff accordingly; perform audits of service quality. *E*

Design and implement an efficient and effective system to monitor achievement results and feedback reports. *E*

Develop and prepare the annual budget to assigned area; analyze and review budgetary and financial data in a timely and efficient manner; monitor and authorize expenditures in accordance with established guidelines to ensure the financial viability of the district; direct preparation and maintenance of a variety of accurate narrative and statistical reports, records and files to track all professional development done in district by quality and by leader. *E*

Supervise, evaluate the performance of and provide clear expectations and regularly support professional growth of assigned personnel; provide constructive feedback to improve staff effectiveness. *E*

Work with Superintendent and performance management personnel to develop appropriate metrics and tracking tools. *E*

Create effective models for instruction, coaching, adult learning and the cycle of inquiry, modify tools for instructional planning and needs assessment; assign coaches to sites to meet the needs of students and staff to assist all students to excel in reading, writing and math. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A master s degree in education and experience in classroom teaching, evaluation, research, coaching, curricular implementation, and school leadership; administrative experience, experience supervising professional development resources, and/or business management experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Credential; valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and management of assigned programs.
- Educational administration principles, practices and regulations.
- Instructional practices, programs, curricula, frameworks and standards.
- Evaluation approaches, strategies and techniques.
- Budget preparation and control.
- Presentation, oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Labor Relations law and employee contracts
- Principles and practices of management, training, and providing work direction.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer to enter data, maintain records and generate reports.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and manage assigned programs to ensure efficient operation of assigned area.
- Coordinate and perform highly complex, advanced-level duties.

Plan, prioritize and organize work to meet schedules and time lines.
Understand and analyze factual and legal issues.
Research, analyze, compile confidential and sensitive information, and verify data, and prepare reports.
Read, interpret, apply, and ensure compliance with applicable rules, regulations, policies, procedures, and collective bargaining agreements.
Exercise analytical and independent judgment.
Analyze fiscal situations accurately and adopt an effective course of action.
Work confidentially with discretion and many interruptions.
Communicate, understand and follow both oral and in written directions effectively.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Supervise, train and evaluate the performance of assigned staff.
Make presentations and deliver in-services in area of specialty.
Provide support to leaders, directors, coordinators, and staff in support of district goals and initiatives.
Learn new or updated computer systems and/or software programs to apply to current work.
Maintain current knowledge of trends in the assigned field.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Demonstrate loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving vehicle to conduct work, fast-paced work, constant interruptions; contact with dissatisfied individuals.

PHYSICAL DEMANDS:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations, seeing to read and write reports; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions