

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Superintendent, English Learner Programs and Services	REPORTS TO:	Associate Superintendent School Support Services
DEPARTMENT:	School Support Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-31/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; develop, lead, plan, organize, control and direct the English Learner programs of the District to provide students access to high quality learning options to stay in school on target to graduate; secure funding of programs; develop, implement and monitor processes for compliance, quality and fiscal accountability to ensure the financial stability of District; provide information to Assistant Superintendents and School Site Leaders regarding English Learner programs and services along with state and federal legislation; supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness.

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 associate 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. *E*

Provide leadership, coaching and direction for all site leaders with English Learners in support of educating each student at a high level to achieve their personal best. *E*

Accountable for collaboratively developing and delivering systems of professional learning for all leaders and staff in the implementation of effective English Learner programs and services to improve learning and teaching in classrooms to eliminate the achievement gap. *E*

Collaborate with the Associate Superintendent for School Support Services in planning, organizing, controlling and directing the implementation, maintenance and development of English Learner programs and services of the District to meet the educational, social services, and specific individual needs of families, children and staff. *E*

Secure funding of programs and effectively allocate and maximize resources in support of student learning to stay in school on target to graduate. *E*

Develop, implement and monitor processes for compliance, quality and fiscal accountability to ensure the financial stability of the District. *E*

Visit sites to support effective English Learner program implementation, identify best practices and assure ensure appropriate academic instruction to meet the needs of students, families and staff. *E*

Support Assistant Superintendents and School Site Leaders by providing accurate and timely information regarding state and federal legislation. *E*

Supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for

appropriate training of staff in support of professional learning. *E*

Advise and consult personnel, site staff and advisory groups in the development and implementation of programs and budget; communicate options and limitations of funding and program development. *E*

Serve as legislative liaison at state and federal levels; direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; attend and/or conduct a variety of meetings and prepare agendas; prepare a variety of correspondence. *E*

Develop and prepare budgets for various programs; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District; develop budget schedules and processes for sites and departments. *E*

Provide technical expertise and support to District and site personnel regarding assigned functions; formulate and develop effective policies and procedures to accomplished stated goals. *E*

Ensure compliance with various laws and regulations; plan, organize and implement strategic long and short-term programs and activities designed to enhance assigned programs and services to provide students access to high quality learning options and a variety of activities; establish annual program goals and benchmarks for English Learner programs and services to support the District goals. *E*

Communicate and collaborate with other administrators, District personnel and parent/community groups to coordinate activities and programs, resolve issues and conflicts and exchange information; ensure proper implementation and clear communication of program activities to assigned site leaders and instructional staff. *E*

Be accountable and hold administrators, teachers, and students accountable for increasing student achievement; value risk taking and innovation in support of performance improvements throughout the District. *E*

Perform related duties as assigned by Superintendent or designee. *E*

EDUCATION AND EXPERIENCE:

Any combination equivalent to: advanced degree and seven years increasingly responsible supervisory and management experience, and at least three years providing direct services to English Learners.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license valid Administrative Services Credential; valid Teacher's Credential

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the English Learner programs of the District.
- Current research on English Language Development, second language acquisition, bilingual methodology and the role of instructional coaching in English Learner programs
- Budget preparation and control.
- Operation of a computer to enter data, create documents and generate reports.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and professional learning.
- Interpersonal skills using tact, patience and courtesy.
- Applicable laws, codes, regulations, policies and procedures.
- Policies, objectives and terminology of assigned programs.
- Instructional programs at all levels.
- Urban schools and issues affecting the welfare of English Learners.
- Labor Relations law and employee contracts.
- District organization, operations, policies objectives and goals.

ABILITY TO:

Blend analysis, knowledge, and insight to effectively assess and employ information to enhance personal and organizational performance.

Create competitive and breakthrough strategies and plans to take full advantage of the changing environment.

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.

Secure funding of programs and effectively allocate funds to sites and departments.

Attend District program meetings which may be held at different sites.

Learn new or updated computer systems and/or software programs to apply to current work.

Create and sustain a service-oriented, client-centered department

Work collaboratively and build positive relationships with a diverse group of stakeholders.

Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.

Ability to translate theory into action.

Communicate, understand and follow both oral and written directions.

Interpret, comprehend, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work to meet schedules and time lines.

Work independently with little direction.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

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.

Negotiate skillfully in difficult situations and create solutions to promote compromise.

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 organizational unit.

Actively participate in meeting District goals and outcomes

Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; dexterity to operate a computer and other office equipment; 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