

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Superintendent, School Leadership	REPORTS TO:	Chief Academic Officer/ Associate Superintendent School Leadership
DEPARTMENT:	School Leadership	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-31/Management Salary Schedule

(Former Classification: Assistant Superintendent, K-6 Instruction, Assistant Superintendent, 7-8 Instruction and Assistant Superintendent, 9-12 Instruction)

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students; lead, supervise, and regularly communicate with the Superintendent the educational programs provided at assigned school sites in support of preparing career ready graduates; oversee curriculum implementation, staff development and evaluations, student assessments, community relations, and district improvement efforts; collaborate with Special Education Services and School Support Services to develop effective and strategic instructional programs and training for site staff to improve learning and teaching in classrooms to eliminate the achievement gap; supervise and evaluate the performance of assigned personnel 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 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. *E*

Lead, supervise, and regularly communicate with the Superintendent the educational programs provided at assigned school sites in support of educating each student at a high level. *E*

Support and monitor the delivery of educational programs at assigned school sites to ensure proper allocation of resources to improve student learning; oversee curriculum implementation, staff development and evaluations, student assessments, community relations, and other District-wide responsibilities and improvement efforts. *E*

Collaborate with Special Education Services and School Support Services to develop effective and strategic instructional programs and training for site staff to improve learning and teaching in classrooms to eliminate the achievement gap. *E*

Visit school sites and classrooms on a regular basis to identify best practices and ensure effective academic program implementation to meet the needs of students, families and staff; provide written progress monitoring reports to the Chief Academic Officer and Superintendent; meet regularly with principals to discuss school issues; provide administrative staff development for principals and the school site administrative teams. *E*

Mentor, supervise, evaluate, direct and assist Principals in the development of specific plans to meet identified school targets; assist in determining and acquiring support services; value risk taking and innovation in support of performance improvements throughout the District. *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*

Resolve student issues related to placement, transfer, discipline, complaints, appeals, investigations and litigations in a timely manner to support students in staying in school on target to graduate. *E*

Established collaborative working relationships with families in areas of curriculum, complaints, racial issues and conflict resolution. *E*

Develop, plan and implement strategic long and short-term plans and activities; compile information and make decisions regarding the needs, objectives and programs in schools of the District to provide students access to high quality learning options and a variety of activities. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; prepare Board agendas and packets; attend and conduct a variety of meetings as assigned prepare a variety of correspondence. *E*

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

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

Develop and prepare the annual budget for the assigned area; 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. *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 including at least three years as a Principal.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organizing and directing of major educational programs.
- Current educational administration principles and practices.
- Educational programs, curriculum and instructional practices.
- School plant operations and appropriate supportive services required to assure operational effectiveness.
- Labor Relations law and employee contracts.
- Interpersonal skills using tact, patience and courtesy.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.
- Federal, State, and District laws, procedures and practices.

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.

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

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

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

Ability to translate theory into action.

Modify management strategies based on evaluation data.

Coordinate the assessment of school effectiveness and the instructional needs of District students.

Exercise judgment and discretion in interpreting and applying policies and procedures.

Demonstrate loyalty and high ethical standards.

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.

Hold administrators, staff, and students accountable.

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

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:

Travel; 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 or standing 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, bending at the waist or kneeling to retrieve supplies or other materials.

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