

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Associate Superintendent, School Leadership	REPORTS TO:	Superintendent
DEPARTMENT:	School Leadership	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	January 7, 2015	SALARY:	E- 33/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; build capacity among staff, recruit, prepare, sustain and challenge all leaders to achieve higher levels of individual performance and effectiveness in leading others; support and monitor the delivery of educational programs; oversee curriculum, staff development, evaluation, assessment, personnel and community issues, restructuring efforts, program innovations, and other District-wide responsibilities; work directly with the Superintendent to develop and lead a service-oriented department to support schools, school site leaders and instructional staff; effectively communicate with district leaders 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 through the effective management of assigned areas; value risk taking and innovation in support of performance improvements throughout the District; hold administrators, teachers, and students accountable for increasing student achievement. *E*

Plan, develop and integrate comprehensive and effective educational services to implement, continue or expand practices proven to raise student achievement; 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. *E*

Attend or chair a variety of meetings, represent the District in collaborative/partnerships/task forces with the City, County, human service agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned by the Superintendent or Deputy Superintendent. *E*

Resolve student issues related to placement, transfer, discipline, complaints, appeals, investigations and litigations to provide students access to high quality options and a variety of activities and to stay in school on target to graduate. *E*

Establish collaborative relationships with staff, families, students and the community in areas of curriculum, complaints, racial issues and conflict resolution to assist all students to achieve their person best. *E*

Plan, strategize, develop, direct and implement a variety of innovative long and short-term plans and activities; compile information and make decisions regarding the needs, objectives and programs in schools, divisions, and departments of the District. *E*

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

Provide technical and intellectual expertise regarding assigned functions; formulate and develop policies and procedures governing the operation of the schools, special services, special projects, curriculum and staff development. *E*

Communicate and collaborate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; present draft of negotiated proposals to the Superintendent or Deputy Superintendent. *E*

Supervise and evaluate the performance and provide clear expectations and support professional growth of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff. *E*

Develop and prepare the annual budget for the assigned area; analyze and review budgetary and financial data to sustain and ensure the financial viability of the District; monitor and authorize expenditures in accordance with established guidelines and ensure efficient and effective use of material, budgets and human resources to accomplish District goals and objectives. *E*

Serve as a member of the Superintendent's Cabinet to ensure all District actions align with objectives and goals; assist the Superintendent in the determination of resource allocation and levels of service according to establish policy. *E*

Establish and lead interdepartmental teams to address complex district issues. Create and maintain a culture of collaboration and continuous improvement among staff, families, students and the community; strongly encourage and welcome valuable contributions. *E*

Ensure the delivery of timely and high quality support services to schools, school-site leaders, staff, families and community members; plan, design, implement, evaluate and coordinate the delivery of services and determine and implement appropriate changes and improvements to ensure effective and cost efficient programs. *E*

Visit school sites and classrooms on a regular basis.

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.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current educational administration principles and practices.
 Educational programs, curriculum and instructional practices.
 School plant operations and appropriate supportive services required to ensure operational effectiveness.
 Labor Relations law and employee contracts.
 Planning process.
 Budget preparation and control.
 Principles and practices of management.
 Applicable laws, codes, regulations, policies and procedures.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Interpersonal skills using tact, patience and courtesy.
 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.
 Plan, organize and administer the delivery of educational programs at assigned school sites.

Attend District program meetings which may be held at different sites.
Work collaboratively and build positive relationships with a diverse range of stakeholders.
Modify management strategies based on evaluation data.
Assess school effectiveness.
Exercise judgment and discretion in interpreting and applying policies and procedures.
Work independently with little direction and many interruptions.
Prepare comprehensive narrative and statistical reports.
Hold administrators, staff, and students accountable.
Plan and organize work to meet schedules and time lines.
Analyze legislation accurately and adopt an effective course of action.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
Supervise, train and evaluate the performance of assigned staff.
Communicate, understand and follow both oral and written directions effectively.
Learn new or updated computer systems/programs to apply to current work.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Focus and appropriately allocate resources toward identified goals.
Demonstrate leadership to all stakeholders by inspiring, collaborating and motivating others to reach a common goal.
Ability to translate theory into action.
Demonstrate loyalty and high ethical standards.
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 organization.
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; 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 monitor various activities and to read various documents; 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