

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Chief Equity and Access	REPORTS TO:	Superintendent
DEPARTMENT:	Superintendent's Office	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	January 7, 2015	SALARY:	Competitive and Negotiable

BASIC FUNCTION:

Accountable for improving student achievement for all students, with emphasis on improving equity and access to District programs as well as improving options for students upon graduation; research and strategize best practices to course taking patterns, student course placement, academic patterns and others in relation to maximizing student graduation and student options after graduation, for general student population and individual student situations; plan, organize, and direct the overall functioning and management of educational and community partnership engagement activities to ensure equity and access across the District for all students to prepare career ready graduates; collaborate and provide timely support to staff in meeting identified instructional goals of the District to provide timely delivery of high quality services; connect the intellectual, human and cultural assets of post secondary institutions to the District to provide students access to high quality options and a variety of activities.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements).

Define policy issues that relate to equity and access for a diverse range of students and serve as a post secondary and community resource on matters related to educational and community partnerships engagement. *E*

Develop and carry out long and short-term strategic plans, programs and activities to support the implementation of post secondary and community activities to improve student achievement and to prepare career ready graduates. *E*

Strategize, organize, and direct a variety of student and staff support programs, projects and activities related to the overall functioning and management of educational and community partnership engagement activities that ensures equal access to District resources for all students, including course placement and course taking patterns for all students. *E*

Serve as a member of the Superintendent's Cabinet to ensure all District actions align with the objective of equity and access for all students. *E*

Research overall and individual course taking patterns, student course placement, achievement patterns and others; Strategize and implement best practices in relation to maximizing student graduation and student options after graduation, for general student population and individual student situations. *E*

Research, identify, lead, and deliver solutions and decisions that are effective and accurate; implement best practices related to purposeful assessment, intense and specific planning and effective targeted instruction that will transform secondary education. *E*

Display advanced expertise in handling complex educational community- related issues; advocate and provide leadership so educational and community partnerships become visible in schools. *E*

Communicate and collaborate with post secondary stakeholders to enhance civic engagement opportunities, and connect the intellectual, human and cultural assets of post secondary institutions to the District. *E*

Serve as liaison between the District, community and post secondary institutions; represent the District at various

meetings and community related functions, and on District-wide committees and task forces; establish collaborative relationships with families and the community by encouraging and welcoming valuable contributions. *E*

Secure and maintain funding in a highly competitive environment; develop innovative approaches to service delivery that provides a framework for institutionalizing educational and community engagement. *E*

Develop efficient and effective systems of data collection, organization, and evaluation including feedback loops that provide information to appropriate individuals. *E*

Direct and assist principals in the development of specific plans to meet identified school targets; assist in determining and acquiring support services. *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*

Develop and prepare the annual budget for the assigned area; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines to ensure the financial viability of the district. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: an advanced degree or the equivalent coursework or emphasis in education, research, career technical, and/or systems planning and seven years of increasingly responsible supervisory and management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

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 assure operational effectiveness.
- Labor Relations law and employee contracts.
- Planning process.
- Accurate budget preparation and control.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and administer the delivery of educational programs at assigned school sites.
- 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 direct a highly visible and proactive public relations and communications program.
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Interpret, comprehend, apply and explain rules, regulations, policies, and procedures.
- Prepare comprehensive narrative and statistical reports.
- Manage change and modify strategies based on data to help groups of people make decisions that remain over time.

Coordinate and use student achievement data to develop student-centered goals for improving learning and teaching in classrooms to eliminate the achievement gap.
Skillfully supervise and evaluate staff performance and support performance improvements throughout the organization.
Focus and appropriately allocate resources toward identified goals.
Communicate, in formal and informal settings, a message centered on teaching and learning, student achievement, and resource allocations using effective skills.
Provide timely delivery of high quality services.
Perform independently, courageously and ethically to accomplish stated goals.
Assist in sustaining and monitoring the financial viability of the district.
Provide clear expectations and regularly support professional growth.
Assist in providing a safe, clean and orderly learning and working environment.
Communicate, understand, and follow both oral and written directions effectively.
Demonstrate requisite expertise, knowledge, qualifications and commitment to consistent, high-quality service, customer support and capacity building.
Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.
Analyze situations accurately and timely, and adopt or recommend effective courses of action.
Demonstrate high energy, potential and commitment to meet district goals and outcomes.
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; drive a vehicle to conduct work; 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; 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 Disabilities Act as required by law.

E=Essential Functions