

FRESNO UNIFIED SCHOOL DISTRICT  
**Position Description**

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<b>TITLE:</b>	Deputy Executive (General)	<b>REPORTS TO:</b>	Superintendent or designee
<b>DEPARTMENT:</b>	Assigned Department	<b>CLASSIFICATION:</b>	Management; Classified/Certificated
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-31/Management Salary Schedule

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**BASIC FUNCTION:**

Accountable for improving student achievement for all students with special attention on English Learners and Special Education Students; develop and lead a service-oriented department to support schools, site leaders, and instructional staff; collaborate with all District departments to develop and integrate comprehensive and effective educational services to meet the needs of students and families; provide leadership and direction to professional, technical and clerical staff in a major program area of the District to ensure timely delivery of high quality services; supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness in support of professional learning.

**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.)

Develop and lead a service-oriented department to support schools, site leaders, and instructional staff; work interactively with all District's stakeholders to accomplished stated goals. *E*

Plan, organize, control, direct and evaluate a variety of programs, projects and activities related to a major program area for the District; provide technical expertise regarding assigned functions; formulate and develop policies and procedures. *E*

Accountable for improving student achievement and preparing career ready graduates at all grade levels. *E*

Collaborate with other Assistant Superintendents over major program areas to develop and integrate comprehensive and effective educational services to provide students and families access to high quality learning options and activities in support of students achieving their personal best. *E*

Develop and implement effective long and short-term plans and activities; provide leadership to the goal-setting process. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; provide for appropriate research and compile accurate reports for State and Federal agencies to ensure the integrity and credibility of the District. *E*

Communicate with other department administrators, District personnel and program personnel to coordinate activities and programs, resolve issues and conflicts and exchange information; ensure proper implementation and communication of program activities with the instructional area personnel. *E*

Supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

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

Develop, prepare and submit for approval the annual budget for the assigned major program 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*

Review current applicable legislation and potential legislation for possible program and/or fiscal impact; ensure compliance with various laws and regulations. *E*

Represent the District on behalf of the Superintendent and Board of Education with District's staff, parents, and students and when appropriate, with local, state and national levels. *E*

Visit school sites and classrooms on a regular basis.

Perform related duties as assigned by Superintendent or designee.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: advanced degree in area of specialty and seven years increasingly responsible supervisory and management experience including at least three years providing services to students in a K-12 setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; valid California Administrative Services Credential and/or Teacher's Credential may be required based on assignments and/or area(s) of responsibility.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization and direction of a major program.
- Budget preparation and control.
- Current educational principles and practices.
- Educational programs, curriculum and instructional practices.
- School plant operations and appropriate supportive services required to ensure operational effectiveness.
- Interpersonal skills using tact, patience and courtesy.
- Employee collective bargaining contracts.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.
- 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.
- Learn new or updated computer systems and/or software programs to apply to current work.
- 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.
- Remain current on trends and development in the education field.
- Demonstrate loyalty and high ethical standards.
- Exercise judgment and discretion in interpreting and applying policies and legislation.

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, understand and follow both oral and written directions.  
Interpret, comprehend, apply and explain rules, regulations, policies, procedures and legislation.  
Analyze legislation accurately and adopt an effective course of action.  
Plan and organize work to meet schedules and times.  
Prepare comprehensive narrative and statistical reports.  
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:**

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; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information and make presentations; seeing to read and write reports; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies and 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*