

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Deputy Superintendent (General)	REPORTS TO:	Superintendent
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	November 18, 2020	SALARY:	Negotiable

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on English Learners and Special Education Students and all other historically disadvantaged students; work directly with the Superintendent in planning, organizing, implementing, and directing administrative functions and activities and support programs for the District to ensure the viable operations of the District and expand practices proven to raise student achievement; work with Executive leaders to develop and integrate comprehensive and effective educational services to provide students access to high quality learning options and a variety of activities in support of preparing career ready graduates at all grade levels; strategically lead initiatives and special projects of the District as assigned by the Superintendent to accomplish stated goals in preparing career ready graduates; 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; act as the Superintendent in their absence.

REPRESENTATIVE DUTIES: (Incumbents 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 historically disadvantaged 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, organize, control, direct and evaluate a variety of programs, projects and activities related to a major program area for the District. **E**

Provide administrative coordination for the District's overall operations and related support activities; provide leadership for implementation and monitoring of services; support assessment and tracking of progress towards goal achievement and plan implementation to accomplish District objectives. **E**

Develop and continuously enhance an integrated communications network within and between other departments and divisions in the District and the community to support an effective learning environment for all students; communicate Board policies, core beliefs, commitments, and District initiatives. *E*

Maintain constant communication and contact with the Superintendent concerning the day-to-day operation of District; advise the Superintendent on a wide variety of District matters; receive direction on priorities and programs, and provide for proper implementation through District leaders. *E*

Act in a liaison capacity between the Superintendent and division and department heads, field administrators, employee organizations, bargaining union units, other school districts, public agencies and the community as directed to ensure the credibility and integrity of the Districts; serve on committees, task forces, and ad hoc groups as necessary to coordinate functions for assigned areas of responsibility. *E*

Make recommendations concerning the implementation of goals and objectives as well as proposed Board policy to meet the needs of the students, families and the community; provide administrative oversight for the preparation and completion of reports and interpretations of various data for District administrators, staff and the public to ensure data accuracy for effective decision-making that remains over time. *E*

Develop collaborative and timely service delivery methods, teams, and organizational structure in the context of increased student achievement; encourage effective new practices and methods to assist the sites in eliminating the achievement gap in support of students staying in school on target to graduate; ensure coordination of activities among Districts departments and sites; provide status reports on progress of priorities; contribute to school improvement efforts. *E*

Review existing and pending legislation related to District operations, and recommend origination, modification and support of legislative measures; advise the Superintendent on new or updated regulations, policies and procedures. *E*

Plan, organize, and implement long and short-term programs and activities designed to develop assigned programs and services to provide sites access to high quality learning options and activities to engage students to excel in reading, writing and math. *E*

Attend Board meetings; prepare, and present agendas and reports to the Board as requested by the Superintendent; interpret financial impact of proposals as necessary. *E*

Keep abreast of developments and innovations in the field of education by reading current literature, attending professional association meetings, and by discussing developments and issues of mutual interest with others in the specific assigned field. *E*

Establish and lead interdepartmental teams to address complex district issues; create and maintain a culture of collaboration and continuous improvement among departments, sites and outside to assist each student to learn at grade level and beyond.

E

Supervise and evaluate the performance of assigned staff on a regular basis; provide clear and constructive feedback to improve staff effectiveness; interview and select highly qualified employees; recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning. **E**

May serve as Superintendent in the Superintendent's absence; serve as a member of the Superintendent's Council. **E**

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: advanced degree in business administration, education administration or related field and five years increasingly responsible management experience in a school system or equivalent; experience in senior level management in planning, organizing, and executing programs affecting an entire school district preferred.

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:

Urban school districts and diverse student populations. Operational needs of schools and school districts.

Operational principles of customer service.

Applicable laws, codes, regulations, policies and procedures. Budget preparation and control.

Current educational principles and practices related to assigned duties.

Educational programs, curriculum and instructional practices related to assigned duties.

School plant operations and appropriate supportive services required to assure 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:

Perform quality checks of services provided.

Quickly analyze situations and make appropriate recommendations on courses of action.

Exercise independent judgment.

Coordinate across multiple departments and set targets for performance.

Build, develop and maintain high quality talent to lead the service subgroups to meet District goals and outcomes.

Develop and execute strategic plans for a large multifaceted organization.

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.

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.

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

Communicate effectively both orally and in writing.

Interpret, comprehend, apply and explain rules, regulations, policies, procedures and legislation. Plan and organize work to meet schedules and times.

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; 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 conduct work, 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 Function