

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director (General)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Management; Certificated/Classified
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-27/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement with special attention on English Learners and Special Education student through the effective management of an assigned area; direct, plan, and manage a Division or major functional area within a Department; undertake necessary activities relating to fiscal management, control and analysis of area under supervision in support of educating students at a high level; develop, control and monitor the budgets and accounts of the District to ensure the financial viability of the District; supervise, provide clear work direction and evaluate the performance of assigned personnel.

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, control and monitor the budgets and accounts of the assigned Department or Division to ensure the financial viability of the District. *E*

Develop and recommend Board policies and administrative regulations related to assigned services; make recommendations to district leaders regarding potential organizational improvement opportunities to accomplish stated goals, provide technical expertise regarding assigned function. *E*

Prepare, review, and direct the maintenance of comprehensive narrative and statistical reports, records and files related to programs, projects and activities. *E*

Direct, control and monitor appropriate work flow, office procedures and protocols, staff development, priorities and work assignments to meet the needs of the District and the community. *E*

Approve and authorize a variety of financial transactions, and budget or personnel transfers. *E*

Collaborate and communicate with a variety of District administrators, personnel and outside agencies to coordinate activities, resolve issues or concerns and exchange information to expand practices proven to raise student achievement. *E*

Perform various duties related to payroll, financial accounting, student attendance accounting and administration of the financial computer system as assigned; prepare and present financial projections according to established procedures. *E*

Develop and prepare a variety of budgets for the District; analyze and review budgetary/financial data to ensure accuracy of information. *E*

Supervise, provide clear work direction and evaluate the performance of assigned staff in support of professional learning; recommend performance improvement plan, disciplinary and other personnel-related actions; train personnel in assigned areas. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, public administration or related experience in area of specialty and five years increasingly responsible supervisory and/or management experience.

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 business functions of a department.
Computer hardware systems, mainframes, software applications, and languages utilized by the District.
Accurate budget preparation and control.
Analytical and problem solving abilities.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of management.
Applicable laws, codes, regulations, policies and procedures.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and administer business functions of the District.
Operate computers and peripheral equipment properly and efficiently.
Provide technical guidance and recommendations concerning existing computer programs and systems
Work independently and effectively with minimum direction.
Analyze and prepare comprehensive narrative and statistical reports.
Set clear, realistic, time-bound, and measurable objectives and goals.
Learn new or updated computer systems/programs to apply to current work.
Effectively establish and maintain cooperative and collaborative working relationships with a diverse range of people.
Communicate, understand, and follow both oral and written directions effectively.
Plan and organize work to meet schedules and time lines to provide timely delivery of high quality services.
Read, interpret, apply and ensure compliance with applicable rules regulations, policies and procedures.
Supervise and evaluate staff performance and support performance improvements throughout the organization.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Manage change and design an effective system of reporting progress and monitoring results.
Focus and appropriately allocate resources toward identified goals.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Assist in sustaining and monitoring the financial viability of the district.
Analyze situations accurately and timely, and adopt or recommend effective courses of action.
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:

Office environment; driving a vehicle to conduct work; contact with dissatisfied or abusive individuals; constant interruption; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipments; sitting or standing for extended periods of time; seeing to read and write reports; hearing and speaking to exchange information and make presentations; 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