

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, School Choice	REPORTS TO:	Associate Superintendent, School Support Services
DEPARTMENT:	School Support Services	CLASSIFICATION:	Management
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 improving student achievement of English Learners and Special Education Students; plan, organize, direct, coordinate, and supervise the operations of the School Choice Office to provide timely delivery of high quality services to staff, sites and departments; provide leadership for the district's school choice programs including No Child Left Behind, Enrollment Options (Magnet Schools, Open Enrollment Programs, Choice), and Charter and Alternative Education Schools to provide students and families access to a variety of high quality learning options to assist students to stay in school on target to graduate.

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.)

Plan, organize, direct, coordinate, and control the formation and implementation of No Child Left Behind, federal legislation, and compliance with the District's existing integration programs and enrollment options. *E*

Direct the on-going development of district managed integration programs and enrollment options, including Magnet Schools, Open Enrollment Programs, Charter, and Alternative Education Programs to provide students and families access to a variety of high quality learning options to assist students to stay in school on target to graduate. *E*

Direct, coordinate, and supervise the implementation of the district charter school office; plan, direct, coordinate, organize and implement academic and fiscal oversight of district-approved charter schools as mandated by applicable state and federal legislation and the district's Charter School Policy and Guidelines to meet the needs of students, families and staff. *E*

Review existing and pending legislation, requirements and guidelines related to school choice programs No Child Left Behind, Open Enrollment, Choice, Magnet, Charter, and Alternative Education School programs; recommend origination, modification, or support of legislative measures. *E*

Coordinate and oversee collaborative work among school choice staff and staff from various district departments to conduct audits, analyze and report data, prepare reports, and present analyses and findings for the Board of Education, district staff, charter school staff, community groups, state and federal agencies, outside organizations, and other groups. *E*

Serve as liaison with other district and school choice administrators, personnel and outside organizations to coordinate activities and programs to assist students to learn at grade level and beyond; resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls to accomplish stated goals. *E*

Provide technical expertise and information to district and school choice staff regarding assigned functions; provide leadership for the development of policies, procedures, and programs; advise district and charter school staff of unusual trends or programs and when appropriate take corrective actions. *E*

Oversee site visits to school choice programs to monitor academic, fiscal, and operational programs and organizational viability in compliance with federal law and state education code. *E*

Represent the Office of the Superintendent on school choice-related district committees, work groups, and task forces, and at community meetings. *E*

Select, supervise, train, and evaluate assigned staff; provide for continuing departmental staff training in school choice programs; develop work schedules; interview and select highly qualified employees; provide clear, constructive feedback to improve staff effectiveness and recommend performance improvement plan, transfers, reassignment, termination and disciplinary action; plan, coordinate and arrange for appropriate training of staff; ensure compliance with staffing and licensing requirements. *E*

Direct the preparation and administration of the division budget to ensure the financial stability of the District and ensure efficient and effective use of fiscal, material, and human resources to accomplish division goals and objectives. *E*

Perform other related duties and responsibilities as assigned by the Associate Superintendent.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A Master’s Degree and five years of K-12 school district experience working with California charter schools, integration programs, programmatic audits, and grant writing or related areas; contracting and budget experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license; valid Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Case Management.
- Planning, organization and direction of the District.
- Applicable laws, codes, regulations, policies and procedures including California Charter Education.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of management.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer to enter data, maintain records and generate reports.
- Labor Relations law and employee contracts.
- Accurate record-keeping techniques.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and administer the Choice services of the District.
- Communicate Choice issues effectively both orally and in writing.
- Administer assigned budgets and allocate funds.
- 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.
- Communicate, understand and follow both oral and written directions.
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures related to assigned area(s).
- Analyze situations accurately and adopt an effective course of action.
- Plan, prioritize and organize work to meet schedules and time lines.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Coordinate and enhance communications among school, families, community agencies and students.

- Communicate and work effectively with multi-ethnic poverty communities.
- Supervise and evaluate the performance of assigned staff.
- Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
- 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.
- 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, school and field environment; drive a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; sitting for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist, and kneeling or crouching to retrieve files from cabinets and shelves; seeing to read a variety of materials and observe students.

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