

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Officer (General)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Leadership	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	May 9, 2012	SALARY:	E-30/Management Salary Schedule

BASIC FUNCTION:

Develop, implement and sustain a high-quality system or program for district-wide services to ensure timely delivery of high quality services to meet the needs of sites and departments; provide information, direction and feedback to various stakeholders regarding programs, budgeting, planning and resource allocation to ensure a safe learning and working environment for students and staff. Supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve practices and effectiveness.

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, control and direct a variety of projects, functions and activities related to assigned area. *E*

Research, identify, lead, and implement best practices related to district operations; provide expertise and support to district personnel regarding assigned functions. *E*

Supervise and evaluate the performance of assigned personnel on a regular basis and provide constructive feedback to improve staff effectiveness; plan, coordinate and facilitate professional development opportunities. *E*

Visit school sites, classrooms and other facilities on a regular basis to identify best practices and ensure effective district operation and service implementation to meet the needs of students, families and staff; provide written progress monitoring reports to the Assistant Superintendent and Superintendent. *E*

Monitor, direct, sustain and assist others in the development of specific plans to meet identified targets; assist in determining and acquiring support services; be accountable and hold others accountable for high quality services to increase student achievement; value risk taking and innovation in support of performance improvements throughout the District. *E*

Develop, plan and implement strategic long and short-term plans; compile information and make decisions regarding the needs, objectives and programs for the District. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; prepare Board agenda items and packets. *E*

Act as a liaison and make presentations to the board, community and government agencies regarding assigned areas; attend and conduct a variety of meetings as needed, required or assigned; prepare a variety of correspondence and other documents as required. *E*

Develop and prepare the annual budget for the assigned 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*

Build capacity among others and support leaders to elevate individual and collective performance to the highest level. *E*

Monitor and review existing and proposed laws and regulations affecting district operations and services. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Advanced degree or the equivalent coursework or emphasis in business administration or related field and five years increasingly responsible supervisory and management experience including experience in one or more of the areas managed.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current operations, services, principles and practices.
Appropriate services required to assure operational effectiveness.
Labor Relations law and employee contracts.
Planning process.
Technical aspects of field of specialty.
Public contract code.
Operation of a computer to enter data, create documents and generate reports.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of management.
Interpersonal skills using tact, patience, and courtesy.
Applicable laws, codes, regulations, policies, and procedures.
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.
Modify management strategies based on evaluation data.
Assess district and school effectiveness.
Coordinate the assessment of allocation, operation, program and service needs of students.
Exercise judgment and discretion in interpreting and applying policies and procedures.
Communicate, understand and follow both oral and written directions.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work to meet schedules and time lines.
Work independently with little direction.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Learn new or updated computer systems and/or software programs to apply to current work.
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 environment; driving a vehicle to conduct work; constant interruptions; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time; 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