

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Officer, School Leadership	REPORTS TO:	Chief Academic Officer/Associate Superintendent School Leadership
DEPARTMENT:	School Leadership	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-30/Management Salary Schedule

BASIC FUNCTION:

Deliver high-quality, well-aligned programs and activities to improve student achievement with special attention on improving student achievement on English Learners and Special Education Students; develop effective instructional programs, professional development, and curriculum services in support of secondary school sites, Special Education, District departments, and School Leadership Services to improve learning and teaching in classrooms to eliminate the achievement gap.

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.)

Improve student achievement for all students and increase the number of career-ready graduates with special focus on the achievement of English Learners and Special Education students. *E*

Lead, supervise, and regularly communicate with middle school and high school Assistant Superintendent and the Chief Academic Officer to deliver quality educational programs at assigned school sites. *E*

Oversee curriculum implementation, staff development and evaluations, student assessments, community relations, and District improvement efforts. *E*

Work with the Chief Academic Officer to strategically define the menu of professional development and curriculum services and quality standards for those services. *E*

Research, identify, lead, and implement best practices related to purposeful assessment, intense and specific planning and effective targeted instruction that will transform secondary education. *E*

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

Visit school sites and classrooms on a regular basis to identify best practices and ensure effective academic program implementation to meet the needs of students, families and staff; ~~and~~ provide written progress monitoring reports to the Chief Academic Officer and Superintendent. *E*

Mentor, supervise, evaluate, direct, and assist Principals in the development of specific plans to meet identified school targets; assist in determining and acquiring support services; be accountable and hold administrators, teachers, and students accountable for increasing 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 in schools of the District to provide students access to high quality learning options and a variety of activities. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; prepare Board agendas and packets; attend and conduct a variety of meetings as 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*

Support and monitor the delivery of educational programs at assigned school sites to ensure effective implementation of academic programs to improve student learning; oversee curriculum, staff development, evaluation, assessment, personnel, and community issues, restructuring efforts, program innovations, and other District-wide responsibilities. *E*

Build capacities among teachers and administrators and challenge and support all leaders to elevate individual and collective performance to the highest level. *E*

Create and coordinate a school improvement plan including the training of principals and teachers on how to create the most effective learning environment for each student based on unique learning needs. *E*

Strategically create and manage secondary improvement. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Advanced degree or the equivalent coursework or emphasis in education, research, career technical, and systems planning and seven years of increasingly responsible supervisory and management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current educational administration principles and practices.
- Educational programs, curriculum and instructional practices.
- School plant operations and appropriate supportive services required to assure Operational effectiveness.
- Labor Relations law and employee contracts.
- Planning process.
- 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.
- Deliver high quality and high-efficacy services.
- 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 school effectiveness.
Coordinate the assessment of the instructional needs of District 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