

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager I (General)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Management Certificated/Classified
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	November 18, 2020	SALARY:	E-24/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, organize, control and coordinate assigned functions or programs relating to fiscal management, control and analysis of a specific area within a Department or Division in support of educating students at a high level; ensure compliance with applicable federal, State and local laws, rules and regulations; supervise, provide clear work direction and evaluate the performance of assigned staff to provide timely delivery of high quality services.

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.)

Plan, organize, develop and coordinate assigned functions or programs within a Department or Division in support of educating students at a high level; assist in coordinating resources to evaluate the effectiveness of the programs or activities to expand practices proven to raise student achievement. *E*

Coordinate staffing, financial resource allocation, and assets for program area. *E*

Assist and support the department and school site leaders to create and maintain environments conducive to effective teaching and learning by implementing effective services and enhancing practices proven to raise student achievement in assigned areas; act as technical expertise in assigned areas; review applicable rules and regulations and interpret and explain to site and department personnel to ensure comprehension. *E*

Participate in the development of goals and objectives for assigned area(s) in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance within established guidelines. *E*

Coordinate and maintain collaborative relationships with other District and community programs and agencies to expand practices providing students access to a variety of activities to excel in reading, writing and math. *E*

Develop, coordinate and present ongoing in-service training for School Site Leaders and District personnel; conduct in-service training at schools and other locations to inform staff of best practice and strategies for effective student prevention/intervention programs in support of professional learning. *E*

Collect, prepare and analyze data, reports, records and files relative to program area; make timely recommendations for programmatic changes to area under supervision to provide students a variety of educational opportunities to learn at grade level and beyond. *E*

Plan organize and implement strategic long and short-term programs and activities to meet the needs of students, families and staff.

Communicate and collaborate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; evaluate and enhance programs to align to District standards to improve student learning. *E*

Attend and conduct a variety of meetings as assigned, represent the District with administrators and community members including District in-services. *E*

Participate in workshops and training to maintain current knowledge of regulations and requirements and best practices to ensure compliance. *E*

Participate in the employment process for open positions; interview, select, recommend transfer, reassignment, termination, and disciplinary actions in assigned areas. *E*

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

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years increasingly responsible supervisory and/or management or related experience in area of specialty; Administrative Services Credential and Teaching Credential 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:

Planning, organization and direction of business functions of a department.
Computer hardware systems, mainframes, software applications, and languages utilized by the District.
Financial resource allocation 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, objective 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 and/or software 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 timelines 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.
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 assigned program.
Analyze situations accurately and timely; adopt or recommend effective courses of action.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting assigned program and 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 equipment; 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