

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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|------------------------|----------------------------|------------------------|-----------------------------------|
| <b>TITLE:</b>          | Manager II, Campus Culture | <b>REPORTS TO:</b>     | Assigned Assistant Superintendent |
| <b>DEPARTMENT:</b>     | Assigned Department        | <b>CLASSIFICATION:</b> | Management                        |
| <b>FLSA:</b>           | Exempt                     | <b>WORK YEAR:</b>      | Varies                            |
| <b>BOARD APPROVAL:</b> | July 28, 2010              | <b>SALARY:</b>         | E-25/Management Salary Schedule   |

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**(Former Classification: District Coordinator, Campus Culture 7-12)**

**BASIC FUNCTION:**

Accountable for improving student achievement through the effective management of an assigned area; facilitate the development, enhancement and improvement of curriculum and instructional programs in assigned subject areas to provide students access to high quality learning options to stay in school on target to graduate.

**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 and coordinate the development and enhancement of a positive campus culture at both site and district level to expand practices proven to raise student achievement. **E**

Promote student programs, activities, contests and recognitions on a District-wide basis for assigned subjects encouraging students to achieve their personal best. **E**

Provide for, develop, and present framework training to staff in support of professional learning; establish in-services, and develop site capacity around a positive campus climate. **E**

Maintain programs, instruction and budgets as necessary to provide for accurate assessments and ensure the financial viability of the District. **E**

Write or assist in writing grants and re-applications for funding of assigned programs and support services. **E**

Participate in the development of goals and objectives for assigned programs 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 with established guidelines. **E**

Coordinate activities with other curriculum and support services in the District to provide students and staff access to a variety of high quality educational and learning options; provide for proper articulation across grade levels and with other institutions. **E**

Develop community partnerships to support assigned areas; provide leadership to District, community, and other committees regarding assigned areas. **E**

Prepare Board agenda items for review by management. **E**

Collect, prepare and analyze data 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**

Assist site principals, teachers, and families in enhancing programs for assigned areas in support of students learning at grade level to stay in school on target to graduate; work with student groups as necessary. **E**

Collaborate with District leadership, principals, staff, families and outside individuals/groups on issues and problems related to assigned area; evaluate and enhance programs to align to District standards to improve student learning. **E**

Supervise employees, evaluate performance and provide for training and development of employees in support of professional learning. **E**

Perform related duties as assigned. **E**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and five years teaching experience in the area of specialty.

**LICENSES AND OTHER REQUIREMENTS:**

Teaching credential; Administrative Services credential; other applicable credentials as required by area of specialty; valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization and direction of assigned area.
- State and federal laws, regulations and codes applicable to area of specialty.
- Technical aspects of area of specialty.
- Curriculum development and training.
- Accurate budget preparation and control.
- Grant writing.
- Oral and written communications skills.
- Staff development presentation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer to enter data, maintain records and generate reports.
- Principles and practices of management.
- Labor Relations law and employee contracts.
- Analytical and problem solving abilities.
- District organization, operations, policies, objectives and goals.

**ABILITY TO:**

- Plan, organize, and coordinate support programs within assigned site.
- Develop training programs for both students and staff.
- Work collaboratively and build positive relationships with a diverse range of stakeholders.
- 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.
- Make presentations and deliver in-services in area of specialty.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Demonstrate loyalty and high ethical standards.
- Learn new or updated computer systems and programs to apply to current work.
- Provide direction and support to directors, coordinators, and staff in support of district goals and initiatives.
- Design and implement a wide variety of professional learning opportunities
- 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 CONTITIONS:**

**ENVIRONMENT:**

Office and site environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; lifting light objects; walking to supervise activities; hearing and speaking to exchange information and make presentations; seeing to read and interpret complex documentation; dexterity to operate a computer and other office equipment; 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***

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