

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager II (General)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Management; Certificated/Classified
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-25/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement with special attention on English Learners and Special Education students through effective management of assigned areas; coordinate, plan, and manage 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: (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.)

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

Direct and oversee the budgets and accounts of assigned department or programs to ensure the financial viability of the District; coordinate staffing, financial resource allocation, and assets for program area. *E*

Analyze the types and levels of services; develop recommendations for the most effective organization structures, functions, staffing, and use of other resources to accomplish stated goals. *E*

Prepare, gather, compile, 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*

Collaborate with District leadership, principals and other District staff on issues and problems related to assigned area; counsel and provide recommendations as necessary. *E*

Read and review legal updates, Board policy revisions, Board and cabinet minutes and other communications to maintain current knowledge of rules, regulations requirements and restrictions related to area assigned. *E*

Assist with coordinating policies and procedures designed to promote and maintain collaborative relationships and understanding between the school, districts, families and community. *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*

Conduct orientations and provide specialized training sessions related to assigned areas; attend and facilitate a variety of meetings as assigned. *E*

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

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five 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.
Accurate budget preparation 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, objectives 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 time lines 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.
Manage change and design an effective system of reporting progress and monitoring results.
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 district.
Analyze situations accurately and timely, and 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 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 equipments; 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 and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions