

**FRESNO UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Manager II, Master Scheduler	REPORTS TO:	Associate Superintendent, School Leadership
DEPARTMENT:	School Leadership	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-25/Management Salary Schedule

(Former Classification: Master Scheduler Coordinator)

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on English Learners and Special Education Students; facilitate the development, enhancement, modification and improvement of assigned activities and tasks related to student class schedules and a site's Master Schedule with the goal of optimizing the placement of students into the best learning environment in support of students staying in school on target to graduate.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 activities and tasks related to the Master Schedule. **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 with in established guidelines. **E**

Write instructions and technical material; coordinate and prepare for in-services to staff regarding student placement in support of professional learning. **E**

Serve as a resource and provide technical training to sites, leaders and other District personnel as it relates to student systems, student placement, ~~and~~ program improvement and other related activities such as training on master schedule software. **E**

Collect, prepare and analyze data relative to assigned area; make timely recommendations for changes to area under supervision to provide students a variety of educational opportunities to learn at grade level and beyond; interpret student information reports to school sites and departments **E**

Provide expert assistance in creating and adjusting middle and high school master schedules including but not limited to teaming, Small Learning Communities, compliance issues regarding student placements, leveling of class sizes, and the best use of staff resources; communicate in a timely manner with schools regarding changes in the district course master. **E**

Implement technology changes in schedule software such as online student requests and families communication via web-based applications as needed to meet the needs of the sites and departments. **E**

Understand, communicate and improve the Pre-Registration process such as the loading of feeder students and the transfer of students outside address boundaries. **E**

Coordinate and monitor the beginning of school year process (i.e. "roll-over"). **E**

Assist schools with report card and progress report processes. **E**

Provide and maintain written documentation of policies and procedures to ensure effective usage of the system. **E**

Coordinate and lead meetings as appropriate; serve on appropriate committees concerning student information computer systems. **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: advanced degree in area of specialty and three years of experience working in a position involving the use of a computer system for master schedule and student scheduling; prefer experience as a teacher, administrator, or head counselor.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license required; valid Pupil Personnel Services Credential and/or California Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the assigned area.
- Secondary school curriculum particularly related to master schedule building and concepts.
- Course placement of students to promote student achievement.
- District policies and regulations pertaining to graduation, grading, secondary attendance and curriculum.
- Student information transactions including student grade history program and various attendance programs.
- PowerSchool and the FUSD Student Records system.
- Student reports supported by REA and Technology.
- Computer applications and understanding of its potential for accomplishing District objectives.
- Computer application and understanding of its potential for accomplishing District objectives.
- Functions of opening school, closing school, pre-registration, summer school, and day-to-day operations.
- PowerSchedule, PowerSchool or School Administrative Student Information (SASI) systems.
- Oral and written communication skills.
- Principles and practices of management and leadership.
- Evaluation of metrics or success criteria.
- Applicable laws, codes, regulations, policies and procedures including Health and Safety and Education codes.
- Staff development presentation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer to enter data, maintain records and generate reports.
- Labor Relations law and employee contracts.
- Analytical and problem solving abilities.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Coordinate, plan, and manage assigned functions within an assigned area
- Assist with student placement into courses that maximize the student's potential.
- Work in a fast-paced environment with last-minute demands.
- Research and resolve data inconsistencies between the mainframe, SASI and PowerSchool.
- Conduct in-service training in groups or in individual sessions.
- Analyze requirements and establish procedures for school site personnel.

Read, understand, explain, and implement technical material from manuals and journals.
Make presentations and deliver in-services in area of specialty.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction and many interruptions.
Communicate, understand and follow both oral-and written directions.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Supervise and evaluate the performance of assigned staff.
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.
Prepare comprehensive narrative and statistical reports.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; extended viewing of computer monitor; moderate to heavy physical effort; frequent standing and walking; rapid paced work; moderate to high levels of stress.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, Seeing and hearing to conduct work hearing and speaking to exchange information and make presentations; seeing to read and observe students; sitting or standing for extended periods of time; lifting light objects; walking to supervise activities; 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

MgrII_Master.Sched.PD.my