

**FRESNO UNIFIED SCHOOL DISTRICT
Position Description**

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

(Former Classification: District Coordinator)

BASIC FUNCTION:

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

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Manager II classification are assigned to work in one of the following specific areas:

Manager II - Specialized Programs
Manager II - Magnet School
Manager II – Special Education/Principal I

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 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*

Coordinate and prepare for in-services; develop and present curriculum or other non-instructional framework training to staff in support of professional learning. *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*

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 goals to improve student learning. *E*

Maintain programs, instruction and budgets to provide for program reviews and evaluations as related to assigned duties; ensure alignment of subject areas with State and federal programs as necessary. *E*

Support existing programs integrating with current or new technology; collaborate with sites or departments to plan and implement technology training programs to staff assisting students to learn at a high level. *E*

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

Coordinate activities with other 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*

Provide leadership to District, community and other committees regarding assigned areas. *E*

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

Collaborate with and recommend to District and site leaders appropriate materials and tools to improve learning and teaching in classrooms to eliminate the achievement gap. *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*

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/management experience related in area of specialty; teaching experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid Teaching Credential and/or Administrative Services Credential or other applicable credentials may be required based on assignments and/or area(s) of responsibility.

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.
- Program development, implementation 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 area.
- Develop training programs related to assigned areas.
- 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 and many interruptions.
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 CONDITIONS:

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