

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

| | | | |
|------------------------|-----------------------|------------------------|---------------------------------|
| TITLE: | Manager III (General) | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Assigned Department | CLASSIFICATION: | Management |
| FLSA: | Exempt | WORK YEAR: | Varies |
| BOARD APPROVAL: | May 31, 2017 | SALARY: | E-26/Management Salary Schedule |

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, organize and direct the development and improvement of assigned area or program to provide students access to high quality learning options and a variety of activities to stay in school on target to graduate; supervise and evaluate the performance of assigned personnel and provide constructive feedback to improve staff effectiveness.

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 direct the development and improvement of assigned area or program; develop annual schedules of District events to meet the needs of students and sites by providing various learning opportunities and encouraging students to achieve their personal best. *E*

Work with site leadership to interpret and analyze school improvement and achievement data; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance within established guidelines; serve as facilitator among teachers and administration. *E*

Prepare and administer the District program budget, procedures, policies, budget information, equipment, inventory, and other related program items to ensure the financial stability of the District; prepare and administer the program budget for appropriate allocation of resources to sites. *E*

Develop and carry out strategic long and short-term plans, programs and activities to support the implementation of District goals; develop and place into operation appropriate rules and regulations to efficiently implement programs and activities with district feeder programs in support of student learning at grade level and beyond. *E*

Write or assist in writing grants and re-applications for funding of programs to continue or expand practices proven to raise student achievement. *E*

Organize and administer the overall program for the district; assume responsibility for the organization and scheduling of all events. *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 within established guidelines. *E*

Work collaboratively with the Assistant Superintendent and/or Associate Superintendent in the selection, assignment, and evaluation of staff members to provide high quality instruction and encourage students to stay in school on target to graduate; participate in the hiring process and assume general responsibility for the proper supervision of assigned program. *E*

Cultivate good school-community relations by keeping the community aware of and responsive to the programs; provide technical expertise regarding assigned functions; formulate and develop goals and regulations; effectively administer policies and procedures to ensure proper protocols are followed. *E*

Hire staff, as required, and assume general responsibility for the proper supervision of assigned program; provide verification and maintain records of program. *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*

Lead and manage the implementation of a comprehensive Professional Development program for staff. *E*
Prepare Board agenda items. *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 assignment and/or area(s) of responsibility.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable State and federal laws, regulations and codes related 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.
Operations of a computer to enter data, maintain records and generate reports.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of effective supervision and personnel management.
Labor Relations law and employee contracts.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and coordinate the athletics program and activities of the District.
Deliver high quality and high efficiency services.
Effectively assess, manage and develop resources and adapt services offer to site.
Maintain current knowledge of laws, legislation and trends related to athletics.
Develop curriculum and training programs.
Provide direction and support to site leaders, directors, coordinators, and staff of athletic services in support of district goals and initiatives.
Communicate, understand and follow both oral and written directions.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
Work collaboratively and build positive relationships with a diverse range of stakeholders.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction and many interruptions.
Prepare comprehensive narrative and statistical reports.
Plan and organize work to meet schedules and time lines.

Supervise and evaluate the performance of assigned staff.
Demonstrate loyalty and high ethical standards.
Make presentations and deliver in-services in area of specialty.
Learn new or updated computer systems and programs to apply to current work.
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; drive a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and to make presentations; seeing, read and prepare documents and presentations; sitting or standing for extended periods of time; 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