

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Principal on Special Assignment	REPORTS TO:	Associate/Assistant Superintendent
DEPARTMENT:	School Leadership	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	October 26, 2022	SALARY:	Varies/Certificated Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on English Learners and Special Education Students; perform a variety of highly complex duties as assigned by the Assistant Superintendent to build capacity and coordinate services to PI (Program Improvement) schools to assist students to stay in school on target to graduate; work collaboratively with the Director of School Improvement and the Administrator of Curriculum and Professional Development to support the professional growth of instructional leaders in preparing career ready graduates.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Principal on Special Assignment classification are assigned to work in one of the following specific areas:

- Principal I on Special Assignment
- Principal II on Special Assignment
- Principal III on Special Assignment
- Principal IV on Special Assignment

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.)

Accountable for improving student achievement for all students with special attention, English Learners and Special Education Students. Provide leadership for the collaborative process and development of a continuum of services for students, families, and community within a school neighborhood and/or region that aligns to all targeted programs. *E*

Perform a variety of highly complex duties as assigned by the Assistant Superintendent to build capacity and coordinate services to Program Improvement schools to assist students to stay in school on target to graduate; assist with the implementation, evaluation and modification of instructional and categorical programs in accordance with applicable laws. *E*

Work collaboratively with the Director of School Improvement and the Administrator of Curriculum and Professional Development to support the professional growth of instructional leaders. *E*

Monitor and develop programs for capacity building and academic recovery implementation of PI 3, 4, and 5 schools; report progress and monitor results to ensure the effectiveness of the programs in support of expanding practices proven to raise student achievement. *E*

Coordinate and lead Strike Team school audits twice a year for all PI year 3, 4, and 5 school sites. *E*

Prepare written follow-up on audit outcomes for the Assistant Superintendent; coordinate follow-up support services in response to audit findings. *E*

Meet monthly as a group to coordinate capacity building efforts, share resources, and ensure consistent implementation of effective practices District-wide; prepare monthly progress reports regarding school improvement, recovery efforts and outcomes; meet weekly with principals and leadership teams regarding reports and outcomes. *E*

Conduct the comprehensive school and community needs and asset assessment, including, but not limited to, student and community demographics, school climate, integrated support services, expanded learning time, family and community engagement, new or existing partnerships with governmental entities or community-based organizations, and available funding sources. *E*

Assist with coordination, delivery, and evaluation of comprehensive professional capacity building programs and services. *E*

As assigned, facilitate and lead training and planning meetings between staff, departments, and partners, including counselors, teachers, families, students, health professionals, college faculty, governmental agencies, community service organizations, and businesses, to support program sustainability and build awareness in the region on the benefits of community schools, and professional development that builds the capacity of educators and administrators to effectively engage input and leadership from students, families, and community members in community school decision-making processes. *E*

Work collaboratively with site leadership to interpret and analyze capacity building and achievement data; develop and provide student-centered goals for improving learning and teaching in classrooms to eliminate the achievement gap. *E*

Monitor classroom instruction weekly with site administrators; work directly with principals and Springboard Coach on capacity building and PI 5 schools. *E*

Serve as an agent to facilitate District services to sites on capacity building and PI 1 and 2 schools. *E*

Review site participation, implementation, and evaluation of capacity building activities, as well as District-adopted programs and training activities. *E*

Communicate with outside agencies, District personnel, community members, parents, and others to coordinate services for capacity building and PI schools. *E*

Maintain data required and/or requested by the Board of Education, Superintendent, Assistant Superintendent, or any other related party. *E*

Develop and disseminate information and assignments regarding capacity building and PI schools; provide statistical data for capacity building and PI schools, attend training as required and prepare requested reports. *E*

Respond to the unique needs of principals, teachers, and others to facilitate to support and coordinate capacity building activities; provide additional support and direction. *E*

Supervise, provide clear work direction and evaluate the performance of assigned staff; provide *clear*, constructive feedback to improve staff effectiveness.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years of classroom experience or experience in pupil personnel services. Teaching experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential; valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and Federal laws, regulations, policies, objectives and procedures associated with Program Improvement schools and District operations.

Legal mandates related to PI schools.

Technical aspects of field of specialty.

Operation of a computer to enter data, maintain records and generate reports.

Principles and practices of administration, supervision and training.

Labor relations law and employee contracts.

Research methods and report writing techniques.

Current office practices, procedures, and equipment.

Accurate record-keeping techniques.

Labor Relations law and employee contracts.

Oral and written communication skills.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

Interpersonal skills using tact, patience, and courtesy.

District organization, operations, policies, procedures and goals.

ABILITY TO:

Coordinate and perform highly complex, advanced-level duties. Understand and analyze factual and legal issues.

Be familiar with laws, regulations, and procedures related to assigned activities.

Research, analyze, compile, and verify data, and prepare reports.

Read, comprehend, interpret, apply, and explain rules, regulations, policies, procedures, and collective bargaining agreements.

Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.

Exercise analytical and independent judgment.

Assemble confidential and sensitive information.

Analyze situations accurately, and adopt an effective course of action.

Work confidentially with discretion and many interruptions.

Communicate, understand, and follow both oral and in written directions effectively.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Work in a team environment.

Compose correspondence and written materials independently.

Plan, organize and prioritize work to meet schedules and timelines.

Effectively communicate with employees, parents and public contacts with diplomacy and courtesy.

Learn new or updated computer systems/programs to apply to current work.

Use student achievement data to develop student-centered goals for improving learning and teaching in classrooms to eliminate the achievement gap.

Manage change and design an effective system of reporting progress and monitoring results.

Focus and appropriately allocate resources toward identified goals.

Provide timely delivery of high-quality services.

Perform courageously and ethically to accomplish stated goals.

Assist in sustaining and monitoring the financial viability of the district.

Provide clear expectations and regularly support professional growth.

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 school environment; drive a vehicle to conduct work; constant interruptions; occasional contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting 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, and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information or make presentations; seeing to read various documents and make observations; lifting heavy books and case files.

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