

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Senior Executive	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Management; Certificated/Classified
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	January 7, 2015	SALARY:	E-33/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement for all students through the development of effective and strategic programs and training for staff with special attention on English Learners and Special Education Students; analyze, interpret and monitor performance data across the district; plan, organize, and direct the functions of an assigned service-oriented department to support schools, site leaders, instructional staff and classified staff; develop or lead district improvement efforts, specific programs or activities to expand practices proven to raise student achievement; integrate comprehensive and effective educational services to prepare career ready graduates; perform courageously and ethically to accomplish stated goals; supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness in support of professional learning.

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.)

Develop and lead a service-oriented department in a specific assigned area to accomplish stated goals; plan, design, implement, evaluate and coordinate the timely, delivery of high quality services to schools, site leaders, staff, families, and community members; determine and implement appropriate changes and improvements to sustain high level of efficiency and ensure effective and cost-efficient programs. *E*

Develop and integrate comprehensive and effective educational services to prepare students to be career ready graduates; initiate the development and implementation of new programs and strategies for increasing the effectiveness of instructional programs and services throughout the District. *E*

Actively participate and engage in the determination of resource allocation and levels of service according to established policy to ensure the viable operations of the District; develop an accountability system to ensure compliance with established processes and policies. *E*

Establish and lead interdepartmental teams to address complex district issues; create and maintain a culture of collaboration and continuous improvement among departments, sites and outside to assist each student to learn at grade level and beyond; lead the development and implementation of plans to improve and sustain high levels of student achievement and positive behavior; provide leadership in the development and implementation of clear and attainable goals. *E*

Identify developments and innovations in the field of education by reading current literature, attending professional association meetings; discuss, integrate and implement developments and monitoring systems in the specific assigned field; monitor performance against targets on a regular basis and provide feedback to improve performance as appropriate. *E*

Attend Board meetings; prepare and present agendas and reports to the Board as requested by the Superintendent or designee. *E*

Collaborate and establish an effective working relationship with collective bargaining units; assist in labor relations activities such as leading or actively participating as a member of the negotiation process and

prepare and present drafts of negotiated proposals to the Superintendent or designee for his/her review, recommendation, and approval. *E*

Develop, evaluate, and make recommendations to the Superintendent or designee regarding policies and procedures governing the operation of the district's schools, special services, special projects, research and evaluation, curriculum, and staff development. *E*

Serve as the official designee in employee matters and as the District's contact with area legislators and other legislative and government officers as assigned by the Superintendent or designee. *E*

Supervise and evaluate the performance of assigned personnel 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*

Perform related duties as assigned by Superintendent or designee.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Advanced degree in field of specialty and seven years of progressively responsible supervisory or management experience; preferred at least 3 years of experience working in an educational environment or as a senior level manager in planning, organizing, and executing programs affecting an entire organization.

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:

- Operational needs of schools and school districts.
- Operational principles of customer service.
- Applicable laws, codes, regulations, policies and procedures.
- Planning, organization and direction of a major program.
- Budget preparation and control.
- Current educational principles and practices related to assigned duties.
- Educational programs, curriculum and instructional practices related to assigned duties.
- School plant operations and appropriate supportive services required to assure operational effectiveness.
- Interpersonal skills using tact, patience and courtesy.
- Employee collective bargaining contracts.
- Principles and practices of management.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Perform quality checks and set targets for services provided.
- Build, develop and maintain high quality talent to lead the service subgroups.
- Develop and execute strategic plans for a large multifaceted organization.
- Blend analysis, knowledge, and insight to effectively assess and employ information to enhance personal and organizational performance.
- Create competitive and breakthrough strategies and plans to take full advantage of the changing environment.
- Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
- Implement the cycle of continuous improvement to build and sustain efficient and effective performance systems.
- Execute at superior level
- Pay attention to detail.
- Attend District program meetings which may be held at different sites.
- Work collaboratively and build positive relationships with a diverse group of stakeholders.
- Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
- Ability to translate theory into action.

- Remain current on trends and development in the education field.
- Demonstrate loyalty and high ethical standards.
- 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.
- Learn new or updated computer systems and/or software programs to apply to current work.
- Exercise judgment and discretion in interpreting and applying policies and legislation.
- Communicate effectively both orally and in writing.
- Interpret, comprehend, apply and explain rules, regulations, policies, procedures and legislation.
- Analyze legislation accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and times.
- Prepare comprehensive narrative and statistical reports.
- 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:

Travel, office environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information and make presentations; seeing to read and write reports; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies and 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