FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Superintendent
REPORTS TO: Board of Education

DEPARTMENT: Superintendent
CLASSIFICATION: Management

FLSA: Exempt
WORK YEAR: Varies

BOARD APPROVAL: July 28, 2010
SALARY: Contract

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students; under the direction of the Board of Education, provide leadership and executive direction to the personnel, programs, activities and operations of the District to provide students access to high quality learning options and a variety of activities in support of preparing career ready graduates at all grade level; ensure compliance with established goals, objectives and legal requirements concerning school district administration and instruction; serve as chief executive officer of the Board and act as the Board's agent in implementing policies and directives.

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).

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students through the effective management of assigned areas; value risk taking and innovation in support of performance improvements throughout the District; hold administrators, teachers, and students accountable for increasing student achievement. E

Administer District programs, activities and operations in accordance with State Education Code requirements, District Board policies and rules and regulations of the State Board of Education. E

Direct the preparation of agendas for Board meetings according to Board policy; ensure compliance with legal requirements related to posting notices of meetings and preparation of minutes; provide Board members with pertinent background information. E

Provide educational leadership to the Board, school staff and community; maintain current knowledge of trends in education and advise the Board regarding desirable courses of action. E

Advise the Board in areas requiring policy development or revision; assist in formulating Board policies by providing Board with necessary data and information; direct the maintenance of a written policy manual of current District policies. E

Interpret and implement District policies and incorporate such interpretations into a written set of administrative rules, regulations and procedures; administer policies personally or by delegation to appropriate staff. E

Provide leadership in the continuous development, evaluation and revision of the instructional program to comply with legal requirements and the stated goals and objectives of the Board. E

Provide for a District-wide program of professional development including certificated, classified and management employees in support of professional learning. E

Provide leadership to the District's financial and business operations; analyze the proposed budget and submit to the Board for adoption; assure consistency with instructional programming and demographic studies; administer the approved budget and assure appropriate fiscal accountability. E
Plan, develop and direct a community relations program to inform the public of school developments and problems; recommend specific programs and activities to promote a positive image of the District to the community; maintain contact with Superintendents of feeder schools.

Establish and maintain contact with media representatives, community groups, families and civic organizations, local agencies and others; provide information, receive input and serve as liaison between the community and the Board; represent the District at social and civic functions.

Select and evaluate professional and management staff.

Chair Cabinet and other management meetings; delegate tasks effectively and assure proper emphasis on District quality management programs.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and five years increasingly responsible management experience in a school district setting.

LICENSES AND OTHER REQUIREMENTS:

Administrative Credential; appropriate teaching credential; valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Administration of all aspects of a large school district.
Oral and written communication skills.
Public speaking techniques.
Laws, rules and regulations related to assigned activities.
Applicable sections of the State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Labor Relations law and employee contracts.
Operational needs of schools and school districts.
District organization, operations, policies, objectives and goals.

ABILITY TO:
Develop and recommend policies and practices affecting school district programs and services.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Train, supervise and evaluate personnel.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work to meet schedules and time lines.
Work confidentially with discretion and with many interruptions.
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.
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 using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment; subject to driving from site to site; 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 conduct work, exchange information, and make presentations; seeing to read complex analytical; 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