

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Vice Principal on Special Assignment	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Leadership	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	Varies/Management Salary Schedule

BASIC FUNCTIONS:

Accountable for improving student achievement for all students with special attention on English Learners and Special Education Students; perform a variety of complex duties as assigned by the Assistant Superintendent or designee for school improvement and coordinate services especially to Program Improvement schools to assist students to stay in school on target to graduate; work collaboratively with the Divisions of Special Education and School Support Services to develop effective instructional programs to meet the unique needs of individual students and families in support of preparing career ready graduates.

DISTINGUISHING CHARACTERISTICS:

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

Vice Principal I on Special Assignment
Vice Principal II on Special Assignment
Vice Principal III 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 on improving student achievement of English Learners and Special Education Students. *E*

Perform a variety of complex duties as assigned by the Assistant Superintendent for school improvement and coordinate services especially 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 Divisions of Special Education and School Support Services to develop effective instructional programs to meet the unique needs of individual students to excel in reading, writing and math. *E*

Monitor programs for school improvement and academic recovery implementation with major focus and emphasis on the Districts program improvement schools; report progress and monitor results to ensure the effectiveness of the programs in support of expanding practices proven to raise student achievement. *E*

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

Meet monthly as a group to coordinate school improvement 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*

Assist with coordination, delivery, and evaluation of comprehensive professional school improvement programs and services. *E*

Work collaboratively with site leadership to interpret and analyze school improvement 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 as required for school improvement with site administrators; work directly with principals and others on school improvement. *E*

Serve as an agent to facilitate District services to program improvement schools and other school sites on school improvement. *E*

Review site participation, implementation, and evaluation of school improvement activities, as well as District-adopted programs and training activities regarding school improvement. *E*

Communicate with outside agencies, District personnel, community members, parents, and others to coordinate services for school improvement. *E*

Develop and disseminate information and assignments regarding school improvement; provide statistical data for school improvement attend training and prepare requested reports. *E*

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

Direct activities regarding personnel, the physical plant, student services and activities, curriculum and instruction to meet the needs of the sites; supervise, provide clear work direction and evaluate the performance of assigned staff; provide clear, constructive feedback to improve staff effectiveness. *E*

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:

Administrative Services Credential; valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and Federal laws, regulations and procedures associated with school improvement programs and District operations.

District organization, operations, policies and objective regarding school improvement programs.

Principles and practices of management.

Legal mandates related to school improvement guidelines.

Technical aspects of field of specialty.

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

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.
Labor Relations law and employee contracts.
District organization, operations, policies, procedures and goals.

ABILITY TO:

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.
Exercise analytical and independent judgment.
Analyze situations accurately, and adopt an effective course of action.
Complete work with discretion and many interruptions.
Communicate, understand, and follow both oral and written directions effectively.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Assemble confidential and sensitive information.
Plan, organize and prioritize work to meet schedules and timelines.
Effectively communicate with employees, families and public contacts with diplomacy and courtesy.
Direct, evaluate and supervise assigned staff.
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; 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 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