

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Chief High School, Middle School and Elementary School Improvement Officers	REPORTS TO:	Superintendent
DEPARTMENT:	School Support	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	044
ISSUED:	Date of board approval		

BASIC FUNCTION:

Perform a variety of supervisory and administrative tasks in directing the operation of school sites; create a vision and set program direction for assigned schools; create policies and plan programs for assigned schools; conduct observations of the schools; assist and advise principals and evaluate principals annually; handle community concerns regarding schools and work with community agencies to jointly address those concerns; serve as a member of the Superintendent's Cabinet

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.)

E = Essential Functions

Supervise and mentor principals; serve as liaison between principals and superintendent; work with principals to resolve school-based concerns and problems; assist principals and teachers in striving for maximum student achievement. *E*

Associate with students, teachers, principals, directors, superintendents, the Board of Education, business leaders, consultants and parents, receiving suggestions, advice and general feedback on the operations of the school; help ensure an open line of communication across the school system hierarchy, bringing insight from all levels to incorporate in policy and decision making. *E*

Conduct on-site observations of assigned schools; provide feedback, support and suggestions to principals; conduct and document formal evaluations of principals. *E*

Assist principals with decision making and problem solving; plan and develop programs to be implemented across the schools; monitor the results of programs implemented; develop policies, standards and a vision for the schools. *E*

Publicly respond to concerns of the Community regarding schools; coordinate with community agencies to address the problems and needs of the schools and their students. *E*

Supervise and conduct personnel administration duties for the principals, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave. *E*

Supervise the work of school principals, ensuring adherence to established policies, procedures and standards; advise and assist subordinates, as necessary, resolving problems as non-routine situations arise. *E*

Attend meetings and participate in related activities at the request of the Superintendent. *E*

Prepare the annual budget for the division; oversee expenditures for the division as well as for all the schools. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a master's degree in Education Administration and experience as a classroom teacher and as a school principal. Higher level executive level experience may be substituted.

LICENSES AND OTHER REQUIREMENTS:

Administrative Services Credential
Valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.
Cognitive and physical development stages of school children.
Policies, procedures and standards regarding education.
Current literature, trends, and developments in the field of education administration.
Techniques and strategies for managing a large, diverse organization.
Principles and techniques of budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Develop long-range plans for education.
Plan and evaluate strategies for improving instruction.
Provide leadership and direction in assigned functions.
Review existing and pending legislation related to assigned programs and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze problems, make decisions, and be responsible for those decisions.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT: Indoor, office setting.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1131
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