

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	School Improvement Officer	REPORTS TO:	Chief High School, Middle School, and Elementary School Support Officer
DEPARTMENT:	School Support	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	040
ISSUED:	Date of board approval		

BASIC FUNCTION:

Subject to the administrative approval and guidance of the Chief High School, Middle School, and Elementary School Support Officer, oversee the management aspects of the school assigned, those duties outside of tasks related directly to student achievement; assist with monitoring the performance of schools.

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

Assist Chief School Support Officers with management issues of a non-academic nature including building maintenance, finance, human relations, transportation, parent communication, employee communication, food service, and any other management issue outside of student achievement and curriculum. *E*

Visit local schools and provide technical support and direction to Chief High School, Middle School, and Elementary School Support Officer and school personnel to ensure the successful implementation of the best management practices in areas not directly related to student achievement. *E*

Plan and organize methods and procedures for disseminating information on system-wide policies and procedures related to various operational issues. *E*

Ensure compliance of assigned schools with all pertinent federal and state regulations and requirements related to school operations. *E*

Organize area resources and personnel to ensure a direct connection to improvement of school management. *E*

Serve as central administration contact for parents and attend staff meetings as directed and needed. *E*

Refer appropriate matters to pertinent central office units and divisions. *E*

Perform other related duties as required.

EDUCATION AND EXPERIENCE:

A combination of training, education, and/or experience equivalent to a master's degree in Education Leadership and experience as a classroom teacher and as a school principal.

LICENSES AND OTHER REQUIREMENTS:

Administrative Services Credential
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices.
- State-of-the-art theories, techniques, and methodologies of instruction and school operation.
- Principles and techniques of budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration and supervision.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Provide assistance as assigned to the instructional program and operations in assigned area schools.
- Plan and evaluate strategies for improving instruction.
- Analyze problems, make decisions, and be responsible for those decisions.
- Communicate effectively, both orally and in writing, with staff and community in a multiethnic educational environment.
- Prepare comprehensive narrative and statistical reports.
- Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules, and regulations.
- 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 situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Select, train, and evaluate performance of assigned personnel.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting 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 1133

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