SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Chief, Leadership and Learning
REPORTS TO: Superintendent

DEPARTMENT: Leadership and Learning
CLASSIFICATION: Certificated Management

FLSA: Exempt
SALARY GRADE: 050

ISSUED: June 25, 2019

BASIC FUNCTION:

Direct, plan, organize, and control all functions of the Leadership and Learning Division. Oversees the planning, development, assessment, and improvement of instructional and educational programs; and is responsible for the development and implementation of District policies and programs related to instruction and educational services.

REPRESENTATIVE DUTIES:

E = Essential Functions

Directs, plans, organizes, and controls all functions of the Leadership and Learning Division. Provides leadership for the day-to-day operations of all departments within the Division. E

Oversees the planning, development, assessment, and improvement of instructional and educational programs; and is responsible for the development and implementation of District policies and programs related to instruction and educational services. E

Provide leadership, support and accountability in the development, implementation and coordination of the district’s K-12 instructional program. Develops and distributes systemic instructional programs, to improve District-wide instruction using systems such as reciprocal accountability and capacity building. E

Creates cross-content and cross-grade communication and integration systems to improve and align educational services, instructional programs, and organizational accountability for improved student achievement. E

Collaborate with and assist the Area Superintendents and Instructional Support Officers with the development and organization of professional development for school-based administrators, teachers, and other instructional staff. E

Work with the various departments to analyze student achievement, program design and implementation, and effectiveness of instructional programs and initiatives, assessments, district professional development, and support strategies. E

Assist the Chief of Staff with special studies and projects. E
Develop, organize, and implement policies, long- and short-range plans, and provide accountability for financial/resource strategies to support the district’s instructional program. 

Coordinate partnerships between the community and the district as they relate to curricular and instructional areas.

Supervise the process pursuant to the selection of instructional materials for the district in accordance with established district procedures.

Provide oversight of teacher professional development and ensure that staff development is evaluated for effectiveness and resources are utilized appropriately.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files.

Provide direction for program and fiscal planning, curriculum development, professional development, special programs, budgeting, staffing, implementation, monitoring, and evaluation of assigned programs.

Develop, allocate, and monitor budgets for assigned programs, facilities, equipment, and inventories to ensure fiscal responsibility.

Establish, direct, and participate on committees for program planning, implementation, and monitoring.

Plan and recommend programs, objectives, and procedures for the division.

Present and explain curriculum changes to the Board of Education, administration, staff, and the general public.

Select, train, and evaluate performance of assigned certificated and classified personnel.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination equivalent to a master’s degree in educational leadership or related field, supplemented by progressively responsible experience in educational administration.

**LICENSES AND REQUIREMENTS:**

Valid Administrative Services Credential or willingness to concurrently earn this credential through participation in an administrative credential program while in the assignment.

Valid California driver’s license.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
Organizational development policies and practices.
Applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities.
District curriculum, assessment, and instructional specifications.
State-of-the-art theories, techniques, and methodologies of instruction.
District organization, operations, policies, and objectives.
Current literature, trends, and development in the field of curriculum, assessment, instruction, and staff development.
Oral and written communication skills.
State content frameworks.
Second language learner curriculum and instruction.
Special programs including curriculum, mentor and special education programs.
Systems thinking and integration of services.
Collaborative and team building strategies.
Effective adult learner professional development approaches.
Program evaluation and processes for selecting programs that have a high probability of success.
Effective “jump-start” strategies for working with students who have low academic achievement.
Budget preparation and control.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies and procedures.
Operation of a computer and assigned software.

ABILITY TO:
Demonstrate effective teaching by aligning instruction to curriculum, using diagnostic formative assessments of the learning objectives, and using a mastery learning approach.
Coach and mentor staff using a reflective approach for dialogue to reach collaborative learning.
Establish and maintain effective working relationships with others using tact, patience, and courtesy.
Demonstrate a service support mentality and work collaboratively with other administrative leaders in carrying out the work of the district.
Analyze problems, make decisions, and be responsible for those decisions.
Problem-solve using extensive data when available to determine solutions.
Plan, organize, and administer assigned program.
Select, train and evaluate the performance of assigned staff.
Review existing and pending legislation related to procedural guidelines and recommend origination, modification, or support of legislative measures.
Read, interpret, apply and explain rules, regulations, policies, and procedures.
Operate a computer and assigned software.
Meet schedules and time lines.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office environment.

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.

Issued: 6.25.19
Job Code 1296
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