

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Board Services	REPORTS TO:	Board of Education and Superintendent
DEPARTMENT:	Board of Education	CLASSIFICATION:	Non-Represented Management
FLSA:	Exempt		
ISSUED DATE:	July 1, 2016	SALARY GRADE:	039

BASIC FUNCTION:

Plan, organize, control and direct the functions of the Board Services Department for the Board of Education and the Office of the Superintendent Manage the day-to-day operations of the public and closed session Board agendas and meetings; serve as Board Action Officer of the Board of Education; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, control and direct the Board Services Department for the Board of Education and the Office of the Superintendent; manage the daily operation of the public and closed session Board agenda matters and meetings and facilitate meetings related to the agenda setting process. Independently manage, control, and direct the preparation of public notices of advisory committee meetings, regular and special Board of Education meetings to comply with Brown Act requirements. *E*

Research and compile information related to Board of Education agenda items for Board members and the Superintendent, Chief of Staff, and General Counsel; brief Board members and staff on issues related to Board agenda items. *E*

Provide technical expertise and draft language for Board agenda items and supporting reports; write correspondence for the Board of Education, act as a liaison between individual board members, the Superintendent and executive leadership staff. *E*

Manage and direct the preparation and maintenance of the official minutes and records of Board of Education meetings, hearings; compose official actions and certify excerpts and transcripts. *E*

Provide technical expertise and guidance to board members; Interpret, apply, and explain Board policies and procedures, and applicable state regulations. Serve as a member of the Superintendent's executive leadership team. *E*

Attend meetings of the Board and its committees, assisting in the coordination of meeting procedures, and assisting in the maintenance of an orderly course of Board and committee meeting; coordinate calendars and agenda planning. *E*

Receive a wide variety of reports, documents and other materials in both written and electronic formats (e.g. plans, budget, reports, analyses, recommendations, procedures, etc.) for the purpose of meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Receive and process grade change appeals to the Board of Education; implement process, provide for review, and prepare documentation and correspondence for closed session review, by the Board of Education. *E*

Provide technical expertise, information, and assistance to the Board of Education and the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Board of education and the Superintendent of unusual trends or problems and recommend appropriate corrective action. *E*

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls *E*

Develop and prepare the annual preliminary budget for the Board Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Review existing and pending legislation related to procedural guidelines; recommend origination, modification, or support of legislative measures in collaboration with legislative director, consultation with board, Superintendent and executive leadership. *E*

Review appropriate legislation to assure district compliance with laws and procedures related to governance, board directive and fiscal processes and make recommendations on changes which may result in more efficient operation of the District; recommend waivers. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Perform difficult, complex, and sensitive tasks related to the Board of Education, Office of the Superintendent, Special Education Programs Department, and the General Counsel's Office. *E*

Research and compile information related Board of Education agenda items for Board members, Chief of Staff, and General Counsel; brief Board members and staff on issues related to Board agenda items. *E*

Prepare and draft language for Board agenda items and supporting reports; write correspondence for the Board of Education; and General Counsel. *E*

Manage and direct the preparation and maintenance of the official minutes and records of Board of Education meetings, hearings; compose official actions and certify excerpts and transcripts. *E*

Develop, manage, control, and maintain a document management system for the Office of the Superintendent, Board Services Office and the Board of Education. *E*

Manage and control a system to track requests for information, taskings, and follow up to Board agenda items; coordinate and provide response to requests from the Board of Education, Office of the Superintendent, executive committee members, and members of the public. *E*

Manage and direct the preparation and maintenance of the annual delegation of authority for staff operations, and the affidavit of trespass certification for school site staff. *E*

Represent the district at meetings and on committees. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a degree in public or business administration, communications, or related field and a minimum of five years of progressively responsible, related supervisory or management experience in a public agency or law office.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of procedural guidelines related to the Board Services Office.
Applicable federal and state laws, codes, regulations, policies and procedures.
Legal principles and terminology.
Principles and practices of administration, supervision, and training.
Policy development and research methodologies.
Oral and written communication skills; report writing and record-keeping techniques.
Budget preparation and control.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, and administer a district parent support and board services program.
Maintain current knowledge of applicable provisions of federal and state laws, district policies and procedures, 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.
Analyze situations accurately and adopt an effective course of action.
Plan, direct, and organize the maintenance of a variety of narrative and statistical reports and files related to assigned activities.
Analyze political implications of reform measures and the impact of changes proposed to existing programs and practices.
Train and evaluate the performance of assigned staff.
Meet schedules and time lines.
Operate a computer and assigned office equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and make presentations; seeing to read and write correspondence and reports; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1237
SS III