SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: Educational Complex Director
REPORTS TO: Area Superintendent

DEPARTMENT: Area Superintendent
CLASSIFICATION: Certificated Management

FLSA: Exempt
SALARY GRADE: 038

ISSUED: May 28, 2019

BASIC FUNCTION:
Serve as the educational complex instructional leader and manage all affairs consistent with district policy and procedures; direct, control and execute the coordination and alignment of the resources. Design and implement coaching strategies, conduct training and serve as coach/mentor for assigned principals; supervise and evaluate the performance of assigned staff.

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

Serve as the educational complex instructional leader and manage all affairs of the school consistent with district policy and procedures; direct, control and execute the coordination and alignment of the resources. E

Establish an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority. Design and implement coaching strategies, conduct training and serve as coach/mentor for assigned principals. E

Manage projects and monitor progress of the educational complex leadership teams; interact with all levels of District leadership including the Superintendent. E

Plan, supervise, and direct the business operation of the educational complex, including management of all assigned district and specially funded budgets. E

Facilitate effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds. E

Plan, supervise and direct the system of assessing school needs and effectiveness and determining objectives as the basis for developing long-and short-range plans. E

Develop and implement the program of community relations as a means of interpreting and furthering the goals of the educational complex including community organizations. E

Serve as a district officer in communication between district administration and certificated/classified employees in the schools, and interpret and implement district policies. E

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities. E

Train, supervise and evaluate the performance of assigned certificated and classified staff. E

Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

A master's degree in education, education leadership or related field and five to seven years of progressively responsible management experience, including experience as an administrator.
LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California driver’s license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organizational development principles and practices.
Techniques and strategies for managing a large, diverse organization.
District curriculum and school instructional programs.
Principles and techniques of budget preparation and control.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies, and procedures.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:
Provide leadership and direction in the assigned program.
Develop and implement a leadership development program with an emphasis on support for principals.
Coach principals and train and coordinate the work of principal coaches.
Communicate effectively, both orally and in writing, with staff and the community.
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.
Prepare comprehensive narrative and statistical reports.
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.