SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: Executive Director, Leadership and Learning
REPORTS TO: Assigned Supervisor

DEPARTMENT: Leadership and Learning
CLASSIFICATION: Certificated Management

FLSA: Exempt
SALARY GRADE: 04

REVISED: July 30, 2019

BASIC FUNCTION:
Plan, organize, manage and direct the daily operations of assigned functions; provide leadership, direction and supervision to assigned instructional support programs and 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

Provide leadership and supervision for assigned departments within the Leadership and Learning Division. E

Provide leadership and support in the development, implementation and coordination of the assigned functions of the instructional program aligned with common core curriculum standards. Design, develop, and create training materials and planning activities necessary to meet program objectives. E

Collaborate and build partnerships with college and university leadership development programs; coordinate the State of California Administrator Preparation Program (AB 430). E

Provide support to the Superintendent, Chief of Staff, Chief of Leadership and Learning and Area Superintendents. Assist the Chief of Leadership and Learning, Area Superintendents, and Human Resources staff in recruitment processes for site administrators. E

Recommend programs and policies for the provision of leadership development district-wide and coordinate activities with other division, departments, and staff functions; collect and analyze data to measure the impact and evaluate the effectiveness of these activities. E

Develop, organize and implement policies, long and short range plans, and provide accountability for financial/ resource strategies to support the assigned departments. E

Direct the preparation and administration of the assigned department budget and ensure efficient and effective use of resources to accomplish goals and objectives. E

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

Select, train, supervise and evaluate performance of assigned personnel. E
Perform other related duties as assigned.

**EDUCATION AND EXPERIENCE:**
A combination of education, training and experience equivalent to a master's degree in education, education leadership or related field and seven years of progressively responsible management experience, including experience as an administrator.

**LICENSES AND 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 assigned programs.
- 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; review existing and pending legislation related to procedural guidelines and recommended origination, modification or support of legislative measures.
- 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.
- Problem solve using extensive data when available to determine solutions.
- 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 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.