

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Instructional Support Officer	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Leadership & Learning Secondary Schools	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	038 Non-represented Management
<b>ISSUED:</b>	July 1, 2016		

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### **BASIC FUNCTION:**

Plan, organize, manage, and direct the daily operations of assigned functions within the Leadership and Learning or Secondary Schools Departments; conduct research, analyze data, and prepare statistical reports to support and implement best practices; provide ongoing direction and guidance to the overall instructional program as well as 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***

Plan, organize, manage, and direct the daily operations of assigned areas of responsibility, within the Leadership and Learning or Secondary Schools Departments; supervise staff of assigned programs. ***E***

Provide leadership and direction focused on equity and access to the instructional program for all students. ***E***

Provide direction and assist in the design and implementation of district-wide educational initiatives. ***E***

Assist in the development and implementation of a wide range of ongoing professional development opportunities for site administrators. ***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. ***E***

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; assist executive management with special studies and projects. ***E***

Represent and speak on behalf of the Superintendent and Executive Director at community meetings. ***E***

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. ***E***

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

Supervise and evaluate the performance of assigned staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience and/or education equivalent to a master's degree in education or related field and seven years of leadership experience in education administration.

**LICENSES AND REQUIREMENTS:**

Valid Administrative Services Credential.  
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 organization, operations, policies, procedures and objectives.  
Oral and written communication skills.  
Budget preparation and control.  
Principles and practices of administration, supervision, and training.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Establish and maintain effective working relationships with others using tact, patience, and courtesy.  
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 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.

