SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Program Manager, Integrated Advanced Studies and School Innovation

REPORTS TO: Executive Director, School Innovation and Integrated Youth Services

DEPARTMENT: Office of School Innovation

CLASSIFICATION: Certificated Management

and Integrated Youth Services

FLSA: Exempt

SALARY GRADE: 030

AASD

ISSUED: February 13, 2018

BASIC FUNCTION:

Plan, organize, and develop K-12 Mathematics, English/Language Arts, Science and Social Studies instructional program supports. Provide district-wide leadership for implementing curriculum programs; coordinate professional development activities; improve curriculum and instructional methods; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

E = Essential Functions

Plan, organize, and develop K-12 Mathematics, English/Language Arts, Science and Social Studies instructional program supports. Provide district-wide leadership for implementing curriculum programs; coordinate professional development activities; improve curriculum and instructional methods. E

Work with specialists and resource teachers to coordinate curriculum and instruction designed to serve K-12 students including gifted and talented, exceptional needs, and second language students. E

Coordinate teacher professional development activities. E

Participate in textbook pilots and adoptions. E

Evaluate and recommend selection of textbooks, materials, library books, and other related instructional material and resources. E

Provide leadership in the development of district curriculum, instruction, and proficiency standards. E

Assist schools in developing and implementing plans for acquisition and maintenance of equipment and supplies necessary to for the curriculum. E
Program Manager, Integrated Advanced Studies and School Innovation – continued

Work with assigned staff and departments to assess the quality of instruction and use the results in planning future proposals for program improvement; identify trends or problems and recommend appropriate corrective action.  

Supervise assigned certificated and classified staff.  

Plan, organize, and implement long and short-term interventions and activities designed to improve programs and services.  

Provide technical expertise, information, and assistance to teachers, principals, the Executive Director and Area Superintendents.  

Assist in the formulation and development of policies, procedures and programs.  

Serve on committees and task force groups interested in improving curriculum and instruction.  

Prepare and maintain a variety of narrative and statistical reports, records, and files.  

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.  

Assist with budget development.  

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of education, training or experience equivalent to a master’s degree in educational leadership, or related field, and two years of leadership experience.

LICENSES AND REQUIREMENTS:

Valid Administrative 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:

Modern theories, techniques and methodologies of content and instruction.  

Current literature, trends, and developments in the content area.  

Principles and practices of administration, supervision, and training.  

Federal, state and local requirements regarding instruction.  

Collaborative and team building strategies.  

District organization, operations, policies, and objectives.  

Budget preparation and control.  

Operation of a computer and assigned software.
ABILITY TO:
Provide leadership and direction to assigned content area programs.
Assess the effectiveness of assigned programs and activities.
Coordinate teacher professional development activities in the assigned content area.
Problem-solve using extensive data (when available) to determine solutions.
Train and evaluate the performance of assigned staff.
Effectively communicate, both orally and in writing.
Interpret, apply and explain rules, regulations, policies, and procedures.
Establish and maintain effective working relationships using tact, patience and courtesy.
Operate a computer and assigned office equipment.
Meet schedules and time lines.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.

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.

Job Code 1589
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