

**SAN DIEGO CITY SCHOOLS
PERSONNEL SERVICES DIVISION**

**ADMINISTRATOR ON SPECIAL ASSIGNMENT
(Office of the Deputy Superintendent)**

A. Primary function: Enlists funding and/or support from foundations, corporations, public and private agencies, and the community for programs designed to assist pupils at risk of dropping out of school.

B. Directly responsible to: Deputy Superintendent.

C. Assigned responsibilities:

1. Contacts foundation and corporation leaders and management staff to encourage support of district programs.
2. Develops proposals and prepares applications for funding.
3. Maintains ongoing communication with federal, state, and local agencies.
4. Assists staff from other divisions in the development and implementation of initiatives and programs.
5. Assists in the development of assigned program budgets.
6. Monitors Pupils at Risk Program budgets to ensure accountability.
7. Researches and prepares special studies and reports and makes recommendations.
8. Selects and evaluates or reviews the selection and performance of certificated and classified staff for assigned programs.
9. Assists in organizing and coordinating conferences and events.
10. Makes presentations to the Board of Education.
11. Establishes and maintains record keeping systems.
12. Chairs or serves on various committees.
13. Serves as a district liaison to news media.
14. Actively supports the district integration program and encourages support of staff and community; provides leadership in the development and implementation of integration programs as appropriate to assigned school site or department.
15. Establishes, maintains, and supports standards of personal conduct and discipline in accordance with the current discipline policy approved by the Board of Education.
16. Performs other duties as assigned.

D. Minimum qualifications:

Applicable credentials: Administrative or supervisory credential authorizing services in grades K-12.

Training and experience: Credential requirement supplemented by two years of leadership experience in working with pupils at risk, externally funded programs, and collaboration with business and community. Experience in the mass media or public relations may be considered.

(continued)

D. Minimum qualifications: (continued)

Ability to: Successfully represent district needs and interests with private foundations, corporations, governmental agencies, and the community; develop proposals and grant applications; analyze problems, make decisions and recommendations, and be responsible for those decisions; demonstrate good judgment and sensitivity to diverse needs of the community; communicate effectively, both orally and in writing, with staff and community in a multiethnic educational environment.

Knowledge of: Research and practice in dropout prevention, instructional program development and management; characteristics of community and local government agencies and the private sector; district organization and school operations.