

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Chief Administrative Officer	REPORTS TO:	Superintendent of Public Education
DEPARTMENT:	Office of School Site Support	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	Off Schedule
REVISED:	January 13, 2005		

BASIC FUNCTION:

Direct, supervise, and lead all functions of the Office of School Site Support including Business Operations; Facilities Management; Financial Operations; Human Resources; Instructional Facilities Planning; Instruction and Curriculum, Special Education; Standards, Assessment and Accountability; Student Services; and Teacher Preparation and Support.

REPRESENTATIVE DUTIES:

Plan, control, and evaluate all district instructional operations including Business Operations; Facilities Management; Financial Operations; Human Resources; Instructional Facilities Planning; Instruction and Curriculum, Special Education; Standards, Assessment and Accountability; Student Services; and Teacher Preparation and Support. *E*

Coordinate and provide leadership and direction for all divisions and departments within the Office of School Site Support. *E*

Provide leadership, direction, and supervision for the day-to-day operations within the Office of School Site Support. *E*

Serve as a member of the Executive Leadership Team and Executive Committee; participate in districtwide initiatives and plans. *E*

Serve as the representative of the Office of School Site Support at meetings of the Board of Education. *E*

Formulate and develop policies, procedures, and programs for the Office of School Site Support. *E*

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

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. *E*

Assist the Superintendent and Deputy Superintendent in planning and recommending policies and goals for the operation of the district. *E*

Assist the Superintendent and Deputy Superintendent with special studies, projects, investigations, and correspondence. *E*

Counsel and advise the Superintendent on the development and implementation of operational and administrative initiatives in support of district objectives. *E*

Act in a liaison capacity between the Superintendent and division and department heads within the Office of School Site Support, field administrators, employee organizations, other school districts, public agencies, and the public. *E*

Receive and resolve concerns and responds to questions from staff members and the public. *E*

Perform other duties as directed by the Superintendent. *E*

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in education and 10 years of progressively responsible K-12 administrative experience.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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.

ABILITY TO:

Provide leadership and direction in the administrative and instructional functions of the district.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Plan and organize programs.
Analyze problems, make decisions, and be responsible for those decisions.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Meet schedules and time lines.
Supervise and evaluate the performance of assigned staff.

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.